

PURCHASE REQUEST

Fund Cluster: 10-03023

Entity Name: _____

Office/Section : DLLU

PR No.: _____

Date: _____ October 2023

Responsibility Center Code : _____

10 OCT 2023

| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|---------------------|------|---|----------|-----------|-------------|
| | SETS | <p>TOKENS (Travel Kits) Type of Leather : Nappa Cow - Dark Brown <i>(Set: 1pc Passport Holder with DFA Seal, 2pcs Luggage Tags with DFA Seal inside view-left part of the flap, Packaging Box and Paper Bag with Handle)</i></p> <p>Passport Holder (125 pcs) <u>Dimensions:</u> 1. Width (when open) : 24cm 2. Width (when closed) : 13cm 3. Length : 16.5cm <u>Designs:</u> 1. Left Part of the Flap : - for boarding pass/ticket - 2-slots for the cards/IDs - 2" x 2" custom DFA seal brass plate - Location of the DFA seal (inside view - left part of flap) <i>(to emboss the logo with the process of hot stamp machine; place at the bottom portion of the card slot)</i> 2. Right Part of the Flap : - for passport slots - 1 additional compartments 3. With One Pen Slot 4. With Magnetic Lock and Strap 5. Hand stitch</p> <p>Luggage Tag (250 pcs) CARD HOLDER <u>Dimensions:</u> 1. Width : 7cm 2. Length : 11cm <u>Note:</u> - With eyelet oblong for the strap insertion - With Card print-out 125pcs (with contact details: name, address and contact number) - Front view with hole on the top portion (L x W = 7.62cm x 1.27cm) STRAP <u>Dimensions:</u> 1. Width : 1.5cm 2. Length : 26cm 3. Mechanism: Snap Lock 4. with Strap guard</p> <p>Premium box with beddings (125 pcs) 1. Width : 7.5 inches 2. Length : 10.26 inches 3. Height : 1.25 inches 4. Color : Light/Dark Blue with DFA Seal on the cover <u>Note:</u> - One slot for the (1pc) passport holder - One slot for the (2pcs) luggage tag with strap</p> <p>Paper Bag (125 pcs) 1. Width : 2.5 inches 2. Length : 9 inches 3. Height : 13 inches 4. Color : Light/Dark Blue 5. Thick Kraft Paper 6. Twisted Paper Handle</p> | 125 | | P310,000.00 |

Note: total ABC shall include other charges (delivery, VAT, and other charges)**Total : P310,000.00**Purpose: Procurement of Token/Gifts for Members of Philippine Congress
(charged to DLLU's FY 2022 Continuing Appropriations for Representation Expenses)

| | | |
|----------------|--|---|
| Signature : | Requested by:  | Approved by:  |
| Printed Name : | KARLO S. BERME | ADRIAN BERNIE C. GANDOLADA |
| Designation : | Property Officer | Assistant Secretary |