



PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: OFFICE OF PROTOCOL

PR No. **05-14323** Date: **14 August 2023**

Section: Admin/ Property



SAI No.: _____ Date: **14 August 2023**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost (Php)
	pieces	Large Envelope 10" x 15" with DFA Logo in Dry Seal			22,000.00
	pieces	Pike Royal Blue Folder, Spread: 23.5" x 19.5", Folded			25,100.00
	pieces	Guestbook, 11"x17" with DFA logo in full color			12,000.00
	pieces	Condolence book, 265 x 195 mm, leatherette with DFA			12,000.00
	pieces	Invitation Cards with envelop			7,500.00
	pieces	Signing leatherette folder with DFA Logo			10,000.00
	pieces	Signing leatherette folder without DFA Logo			10,000.00
	ream	A4 with DFA Letter Head			7,900.00

*****NOTHING FOLLOWS*****

TOTAL ABC **PHP 106,500.00**

Purpose: **FOR THE OFFICIAL USE OF THE OFFICE OF PROTOCOL**

Signature	Requested By:  JEFFERSON B. TALAM Property Officer, OP	Approved By:  FRANCISCO NOEL R. FERNANDEZ III Assistant Secretary, OP
Designation		