



PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department OAMSS PR No. 11-10423 Date: 30 NOV 2023

Section General Records and Archives Division SAI No.: _____ Date: 30 NOV 2023

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
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Supplies and Materials Expenses - Other Supplies and Materials Expenses (5020399000)

	pack	Polyester Clear Pockets • 356mm x 232mm clear polyester pocket open on short side. • 75 micron, 25pcs/pack	1		Php286,541.00
	roll	Polyester Roll • Size: 125 Micron x 1067mm x 50M	5		
	roll	Japanese Tissue Roll • Rolls measure - 5gsm x 970mm x 5M Roll • Chlorine free • 100% acid free Kozo (Mulberry) • Estimated life of over 1000 years • Natural (NAJ Toned) colour	1		
	pc	Bone Folder • For burnishing, adhesives and tapes, it is a must for book binding and repairs • Genuine cattle bone • 8inches one end pointed	1		
	kg	Methyl Cellulose • Size available: 1 kg	1		
	ml	pH Adhesive • Size: 950ml • Can be mixed with Methyl Cellulose for a slower drying adhesive. • Can be used on most non-metallic items	1		
	pc	Hake Brush • Plain wooden handles, no metal ferrule to rust. • Size: 3" (76mm)	1		
	pc	Scalpel Handle, 5" • Retractable	1		
	pack	Scalpel Blade No. 11 • Pack of 10 • Nonsterile Carbon steel	1		
	pc	pH Testing Pen • safe (neutral or alkaline) paper and board & acidic materials.	1		
	pack	Dessicant Silica Gel • Each pack contains 4pcs x 3g sachets	1		
	grams	Deacidification Spray, 150g with spray • Size: 150gm with trigger sprayer • Non-toxic, non-hazardous, contains no CFC's and no solvents.	1		


Supplies and Materials Expenses - Office Supplies Expenses (5020301002)

	roll	Double Sided Polyester Tape • Size: 6mm x 33m • Made from strong 100 micron inert polyester	2		Php63,902.00
	pack	File Folders	2		
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Approved Budget for the Contract (ABC)

Php 350,443.00

Purpose: DFA Archives Non-Common Supplies Requirement

Signature: _____
 Requested By: 
 Printed Name: **PATRICK JOHN U. HILADO**
 Designation: Assistant Secretary