

PURCHASE REQUEST

Department of Foreign Affairs
Agency

16 JAN 2024

01-02824


Department Department of Foreign Affairs

PR No.: Date:

Section UNIO

SAI No.: Date:

Item No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Amount
1	piece	Laptop sleeve - Will fit 13 to 14 inch laptops; 36 cm x 27 cm in dimensions - Hand made by traditional Filipino community weavers; - Two sides of laptop sleeve use authentic Filipino banig; - Woven from tikog leaves and inlaid with dyed buri strips; - With colorful and eye-catching pattern; preferably using the colors red, blue, yellow, and white/cream; - With a foam-padded interior; - With garters in bottom corners to keep laptop secure; - With a pocket inside to keep documents and other small items; - With tag or label sewn into the inside pocket featuring customized colored logo; - Comes with specialized card with illustration of a woman and printed customized note/message; - Comes with packaging preferably a canvas linen drawstring pouch with customized colored logo; - Includes delivery to the Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, Philippines by 22 February 2024 (Thursday) at the latest	250	1,700.00	425,000.00
TOTAL ABC					425,000.00

Prepared by: 
ARMANDO ARROYO
 Property Officer

Approved by: 
MARIA TERESA T. ALMOJUELA
 Head of Office

(Note: Please see attached Annex 1 and Annex 2 for the cusotmized logos)

Annex 1: Logo for the inside pocket (to be confirmed)



Annex 2: Prospective logo for the pouch (to be confirmed)

