



PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: OFFICE OF PROTOCOL

PR No.: **02-00224** Date: 1 March 2024

Section: Admin/ Property

SAI No.:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	Large White Envelope 10"x15 with Coat of Arms in Dry Seal	300		
	pcs	Small white Envelope with Coat of Arms in Dry Seal	200		
	pcs	Pike Royal Blue Folder, Spread: 23.5" x 19.5" Folded with DFA Logo in Silver	100		
	pcs	Blue Folder with Protocol Seal, 9.5" x 13"	100		
	pcs	Condolence Book, 265 x 195 mm, leatherette with DFA	4		
	pcs	Guest book , 11" x 17" with DFA Logo	4		
	pcs	Black Signing Letherette folder with DFA Logo in gold	10		
	pcs	Black Signing Letherette folder without DFA Logo	10		
	pcs	Speech Folder in royal blue with DFA Logo in Silver	10		
	reams	A4 with DFA Letter Head	50		
	pack	Place Cards (Medium) 18.5cm x 13.5 cm with colored DFA logo	15		
	pack	Place Cards (Small) 3/8"x4" with DFA Logo in gold	15		
TOTAL					200,000.00

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

Signature

Requested By:

Approved By:

Jeddalyn V. Luis Villapando
JEDDALYN V. LUIS-VILLAPANDO

Ariel Rodelas Peñaranda
ARIEL RODELAS PEÑARANDA

Designation

Property Officer, OP

Assistant Secretary, OP