

PURCHASE REQUEST

Department of Foreign Affairs



Agency

Department: Department of Foreign Affairs- Overseas Voting Secretariat
 Section: Property Section

PR No.: **06 - 05324**
 SAI No.: **20 JUN 2024**

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	SET	Passport Holder & Luggage Tag PASSPORT HOLDER: Description - - Premium Vegetable Tanned Leather (Vegtan) - Left Part - for Boarding Pass and Cards/IDs - Right Part - For Passport Dimensions: - Width -21 cm (when open), 10 cm (when close) - Length - 15 cm Color: - Brown	35		65,000.00	
		LUGGAGE TAG: Description - - Basic luggage tag that can fit as ID holder and fit the universal cards - The screw type steel cord will make sure that can attach it to any travel bag. Dimensions- - Size: 86 mm x 54 mm (used for credit and company cards. Color - Brown				
	pc	A5 NOTEBOOK COVER: Description- - Premium Vegetable Tanned Leather Dimensions- - A5, 5 mm , Thickness - 10 mm - Size - 15.8 cm X 22.3 cm (when close) - Size - 31.8 cm X 22.3 cm (when open) Color - Brown	30		65,000.00	
TOTAL						65,000.00

Purpose : (Training Expenses: Tokens, Souvenir Items such as Passport Holders, Luggage Tags and A5 Notebook cover)

Requested by:	Approved by:
 EVELYN A. FRUTAS Property Officer	 ROBERT D. QUINTIN Vice Chairperson, OVS
Printed Name:	
Designation	