

PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: **Department of Foreign Affairs- Overseas Voting Secretariat**

PR No.:

06 - 05324

Section: **Property Section**

SAI No.:

20 JUN 2024

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	SET	Passport Holder & Luggage Tag	35		65,000.00
		PASSPORT HOLDER:			
		Description -			
		- Premium Vegetable Tanned Leather (Vegan)			
		- 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			
	pc	LUGGAGE TAG:	30		65,000.00
		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:	30		65,000.00
		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				
	TOTAL				65,000.00

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

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