



PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department HRMO PR No.: 07-08524 Date: 22-Jul-24

Section HRMO SAI No.: _____ Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
Common-Use Supplies					
	piece	SIGN PEN, Medium Tip, Black - 0.5mm	120		
	piece	SIGN PEN, Medium Tip, Blue - 0.5mm	120		
	pcs	GLUE stick, 21g	20		
	roll	TAPE, masking, 48mm x 30m	20		
	roll	TAPE, packaging, 48mm x 30m	20		
	roll	TAPE, transparent, 48mm x 30m	20		
	box	CLIP, backfold, 25mm	30		
	piece	DATER STAMP, medium	10		
	box	ENVELOPE, Expanding, Kraft, 100's	5		
	pack	FOLDER, L-type, A4, 50's	15		
	piece	PUNCHER, paper, heavy duty	10		
	box	RUBBER BAND No. 18	10		
	piece	STAMP PAD, felt	5		
	piece	TAPE DISPENSER, table top	5		
	pad	NOTEPAD, stick-on, 50mm x 76mm	50		
	pad	NOTEPAD, stick-on, 76mm x 100mm	50		
	pad	NOTEPAD, stick-on, 76mm x 76mm	50		
	piece	BALLPEN, black	240		
	piece	BALLPEN, Blue	240		
	pack	LAMINATING FILM, A4, 100's	5		
	PACK	BATTERY, LITHIUM (cr2032 3V) 2'S	6		
	Box	Gold Seal, Notarial No. 24, 40's	40		
	pack	BATTERY, dry cell, AAA, 2'S	20		
	pack	BATTERY, dry Cell, size AA, 2'S	20		
				TOTAL	PHP 59,368.20
OTHER SUPPLIES					
	can	DISINFECTANT SPRAY	20		
	box	Tissue, Facial, atleast 100pulls, 3 ply, 3's	20		
	gallon	Dishwashing Liquids, 1 gallon	8		
	roll	Satin Ribbon, 1", different color, 1 yard	12		
	roll	Satin Ribbon, 2", different color, 1yard	12		
				TOTAL	PHP 13,760.00
ICT OFFICE SUPPLIES					
	pc	HP M0H50A Cartridge Tri-color	2		
	pc	HP M0H51A Cartridge Black	2		
				TOTAL	PHP 5,200.00
				GRAND TOTAL	PHP 78,328.20

Purpose: For official use of HRMO.

Signature	Requested By:	Approved By:
	 MAREVIC P. AZUELO Property Officer	 CHRISTOPHER E. MONTERO Assistant Secretary, HRMO
Printed Name:		
Designation:		



PURCHASE REQUEST

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Department HRMO PR No.: 07-08524 Date: 22 JULY 2024

Section HRMO SAI No.: _____ Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
Common-Use Supplies					
	piece	SIGN PEN, Medium Tip, Black - 0.5mm	120	₱58.00	PHP 6,960.00
	piece	SIGN PEN, Medium Tip, Blue - 0.5mm	120	₱58.00	PHP 6,960.00
	pcs	GLUE stick, 21g	20	₱40.00	PHP 800.00
	roll	TAPE, masking, 48mm x 30m	20	₱90.00	PHP 1,800.00
	roll	TAPE, packaging, 48mm x 30m	20	₱40.00	PHP 800.00
	roll	TAPE, transparent, 48mm x 30m	20	₱40.00	PHP 800.00
	box	CLIP, backfold, 25mm	30	₱16.00	PHP 480.00
	piece	DATER STAMP, medium	10	₱470.00	PHP 4,700.00
	box	ENVELOPE, Expanding, Kraft, 100's	5	₱1,100.00	PHP 5,500.00
	pack	FOLDER, L-type, A4, 50's	15	₱201.00	PHP 3,015.00
	piece	PUNCHER, paper, heavy duty	10	₱162.24	PHP 1,622.40
	box	RUBBER BAND No. 18	10	₱165.36	PHP 1,653.60
	piece	STAMP PAD, felt	5	₱42.64	PHP 213.20
	piece	TAPE DISPENSER, table top	5	₱78.00	PHP 390.00
	pad	NOTEPAD, stick-on, 50mm x 76mm	50	₱39.52	PHP 1,976.00
	pad	NOTEPAD, stick-on, 76mm x 100mm	50	₱63.44	PHP 3,172.00
	pad	NOTEPAD, stick-on, 76mm x 76mm	50	₱60.32	PHP 3,016.00
	piece	BALLPEN, black	240	₱10.00	PHP 2,400.00
	piece	BALLPEN, Blue	240	₱10.00	PHP 2,400.00
	pack	LAMINATING FILM, A4, 100's	5	₱1,280.00	PHP 6,400.00
	PACK	BATTERY, LITHIUM (cr2032 3V) 2'S	6	₱85.00	PHP 510.00
	Box	Gold Seal, Notarial No. 24, 40's	40	₱75.00	PHP 3,000.00
	pack	BATTERY, dry cell, AAA, 2'S	20	₱19.00	PHP 380.00
	pack	BATTERY, dry Cell, size AA, 2'S	20	₱21.00	PHP 420.00
				TOTAL	PHP 59,368.20
OTHER SUPPLIES					
	can	DISINFECTANT SPRAY	20	₱151.00	PHP 3,020.00
	box	Tissue, Facial, atleast 100pulls, 3 ply, 3's	20	₱200.00	PHP 4,000.00
	gallon	Dishwashing Liquids, 1 gallon	8	₱70.00	PHP 560.00
	roll	Satin Ribbon, 1", different color, 1 yard	12	₱190.00	PHP 2,280.00
	roll	Satin Ribbon, 2", different color, 1yard	12	₱325.00	PHP 3,900.00
				TOTAL	PHP 13,760.00
ICT OFFICE SUPPLIES					
	pc	HP M0H50A Cartridge Tri-color	2	₱1,400.00	PHP 2,800.00
	pc	HP M0H51A Cartridge Black	2	₱1,200.00	PHP 2,400.00
				TOTAL	PHP 5,200.00
				GRAND TOTAL	PHP 78,328.20

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	 MAREVIC P. AZUELO Property Officer	 CHRISTOPHER B. MONTERO Assistant Secretary, HRMO