PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

Departm **OFFICE OF THE SECRETARY** **PR No. :** 07 - 08224

Section **COORDINATION** **SAI No.:** 19 JUL 2024

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Customized serving tray (rectangular, 45cm x 30cm x 4.5cm) Material: Wood resin (body) with acrylic top and velvet finished bottom Design: two (2) artworks (to be provided by the end user); 200 pcs/artwork	400		
	pc	Customized special box with DFA logo for the customized tray Materials: blue matte paper, chipboard (#30), grosgrain silver ribbon (1")	400		
		Note: Please provide sample illustration of the rectangular tray together with the special box.			
		XXXXXXXXXXXXXXXXX			
			ABC: Php700,000.00		

Purpose: For the Office of the Secretary of Foreign Affairs, chargeable against the 2024 MOOE-Fund of OSEC.

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	**LAUREL B. DELA CRUZ** Property Officer	**MA. REMEDIOS R. DOMINGO** Administrative Officer