PURCHASE REQUEST

Department of Foreign Affairs
Agency

09-10224

Department OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZA **PR No.:** _____ **Date:** 30 SEP 2024

Section _____ **SAI No.:** _____ **Date:** _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	Pieces	**Woven Laptop Sleeves**	70		**Php 220,000.00**
		Dimensions: 36 cm x 27 cm			
		Specifications:			
		- Will fit 13"-14" laptops			
		- Handmade by traditional Filipino community weavers;			
		- Two sides of laptop sleeves use authentic Filipino banig;			
		- Woven from tikog grass and inlaid with dyed buri strips;			
		- With colorful and eye-catching pattern; preferably using the			
		colors red, blue, yellow, and white/cream;			
		- With a foam-padded interior;			
		- With garters on bottom corners to keep laptop secure			
		- With pocket inside to keep documents and other small			
		items			
		- With tag or label sewn into the inside pocket featuring			
		customized colored logo;			
		- Comes with specialized card with illustration of a woman			
		and printed customized note/message;			
		- Comes with packaging preferably a canvas linen drawstring			
		bag with customized colored logo;			
		- Inclusive of delivery charges, VAT and all applicable Taxes			
		- Send Bill Arrangement			
					Php220,000.00

Purpose: For the Official use of UNIO

Signature

Printed Name: JAN MICHAEL B. GOMEZ
Designation: Acting Head of Office