

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

09-10024
3.0 SEP 2024



DEPARTMENT: Office of the Secretary
SECTION: Coordination

PR No. :
SAI No.:

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1 LOT - CHRISTMAS GIFT BASKETS					
	pack	Pasta pack (Spaghetti pasta, 400g and Spaghetti sauce, 500g)	1990		
	can	Fruit Cocktail, 836g	1990		
	tetra pack	All purpose cream, 250ml	1990		
	can	Condensed filled milk, 374g	1990		
	pack	Processed filled cheese, 160g	1990		
	tetra pack	Sandwich spread mayonnaise, 220ml	1990		
	can	Corned beef, 260g	1990		
	can	Tuna flakes in oil, 180g	1990		
		XXXXXXXXXXXXXXXXXXXXX			
	Note:	<i>All items must be reputable/well-known brands</i>			

ABC : Php 995,000.00

Purpose: For Secretary of Foreign Affairs' Christmas gifts, chargeable against the MOOE-Fund of OSEC.

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