

PURCHASE REQUEST

Department OFFICE OF CONSULAR AFFAIRS **PR No.:** 11-04624 **Date:** _____

Section CONSULAR OFFICES
COORDINATING DIVISION **SAI No.:** _____ **Date:** 12 Nov 2024

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
		BALLPEN, Black (50pcs/box)	4		
		BALLPEN, Red (50pcs/box)	4		
		SIGN PEN, Black, liquid/gel ink, 0.5mm needle type	120		
		SIGN PEN, Red, liquid/gel ink, 0.5mm needle type	120		
		CLEARBOOK, 20 transparent pockets, A4/Letter	40		
		CLIP, BACKFOLD 19mm	40		
		CLIP, BACKFOLD 41mm	40		
		CLIP, BACKFOLD 51mm	40		
		CORK BOARD,aluminum frame, 60cm x 90cm	4		
		CUTTER KNIFE, for general purpose	20		
		DATA FILE BOX, made of chipboard, with closed ends	40		
		DATA FOLDER, made of chipboard, taglia lock	40		
		DATER STAMP	40		
		DESK PEN HOLDER, round/square, metal mesh	60		
		ENVELOPE, DOCUMENTARY, for legal size	4		
		ENVELOPE, Mailing, Legal	4		
		FOLDER, PRESSBOARD, Green, Legal	4		
		FOLDER, white, Legal, 100s	4		
		GLUE, all purpose, gross weight: 200 grams	4		
		IN-OUT TRAY, 2 layer metal	40		
		LAMINATING FILM, Roll Type 9 inch x 100 meter x 125 microns	4		
		MARKER, Permanent, bullet type, black	40		
		MARKER, Permanent, bullet type, blue	40		
		MARKER, Permanent, bullet type, red	40		
		NOTE PAD, STICK-ON, 3x3, 100 sheets per pad	40		
		NOTE PAD, STICK-ON, 3x4, 100 sheets per pad	40		
		NUMBERING MACHINE STAMP, Automatic, heavy-duty, 6-digit	4		
		PAPER CLIP, BULLDOG 50 mm 6's/pack	20		
		PAPER CLIP, BULLDOG 76 mm 6's/pack	20		
		PAPER, Colored, 500 Sheets Sub 16/ 55 GSM (Legal, Blue)	20		
		PAPER, Colored, 500 Sheets Sub 16/ 55 GSM (Legal, Green)	20		
		PAPER, Colored, 500 Sheets Sub 16/ 55 GSM (Legal, Pink)	20		
		PAPER, Multi-purpose A4, 70 gsm	60		
		PAPER, Multi-purpose Legal, 70 gsm	60		

	PLASTIC COVER, 3 Gauge, 1.2m Height, 50m length	4		
	PUSH PIN, 100 pieces per case	12		
	RUBBER BAND, 70mm min lay flat length (#18)	60		
	RULER, plastic, 450 mm (18"), width: 38 mm min	4		
	STAMP PAD, FELT, bed dimensions: 60mm x 100mm min	20		
	STAPLE WIRE, for heavy duty staplers, (23/13) #35	20		
	STAPLER WITH REMOVER, heavy duty	20		
	TAPE DISPENSER, TABLE TOP, for 24mm width tape	16		
	TAPE, Double Adhesive, width: 24mm(±1mm)	20		
	TAPE, MASKING, width: 48mm(±1mm)	40		
	TAPE, PACKAGING, width: 48mm(±1mm)	40		
TOTAL				₱220,000.00

Purpose: Procurement of Office Supplies for Newly Opened Consular Office (COs) namely Candon Ilocos Sur, Balanga City Bataan, Olongapo Zambales and Tagbilaran City Bohol.

Delivery Address: DFA-OCA, Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Blvd, Parañaque, 1714 Metro Manila

Signature	Requested By:  ADELIO ANGELITO S. CRUZ Assistant Secretary, OCA <i>ap m</i>
Printed Name:	
Designation:	