

PURCHASE REQUEST

Department of Foreign Affairs
Agency

10-01224

Department: OFFICE OF EUROPEAN AFFAIRS (OEA) PR No.: _____ Date: 04-Oct-24

Section: _____ SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost (Estimated)	Total Cost
F&F1	Pc	OFFICE CHAIR, executive	6	-	₱ 48,000.00
OS1	Packs	INDEX CARD 5"x8", plain (Pack of 50)	16	-	₱ 16,000.00
OS2	Box	RUBBER BAND #18	5	-	
OS3	Pc	CUTTER/UTILITY KNIFE, for general purpose	10	-	
OS4	Tube	BLADE, for general purpose cutter utility knife	5	-	
OS5	Pcs	CORRECTION TAPE	50	-	
OS6	Pack	BATTERY, dry cell, size AAA	50	-	
OS7	Pcs	GLUE STICK	20	-	
OS8	Boxes	STAPLE WIRE, standard	10	-	
OS9	Rolls	TAPE, packaging, 48mm	20	-	
OS10	Rolls	TAPE, masking, 24mm	15	-	
OS11	Pcs	INK, stamp pad	5	-	
OS12	Pcs	STAMP PAD, felt	4	-	
OS13	Pack	FOLDER L-type, A4	4	-	
OS14	Pack	FOLDER L-type, Legal	4	-	
OS15	Pc	STAPLER, standard type	6	-	
OS16	Pad	NOTE PAD stick on 50mmx76mm	5	-	
OS17	Pad	NOTE PAD, stick on 76mmx76mm	5	-	
OS18	Pad	NOTE PAD, stick on 76mmx100mm	5	-	
OS19	Boxes	CLIP Backfold, 19mm	15	-	
OS20	Boxes	CLIP Backfold, 25mm	15	-	
OS21	Boxes	CLIP Backfold, 32mm	6	-	
OS22	Boxes	CLIP Backfold, 50mm	5	-	
OS23	Box	OFFICE CHAIR, executive	1	-	
OS24	Box	FASTENER	5	-	
OS25	Pc	MARKER, permanent, black	10	-	
OS26	Pc	MARKER, permanent, blue	5	-	
OS27	Pc	MARKER, permanent, red	3	-	
OS28	Pc	BINDING RING, comb plastic 32mm	4	-	
OS29	Box	ENVELOPE, mailing with window	2	-	
OS30	Pack	SIGN HERE Tabs	10	-	
ICTOS1	Pcs	EXTENSION CORD, Universal 4 Gang	6	-	₱ 3,000.00
xxx NOTHING FOLLOWS xxx			TOTAL		₱ 67,000.00

Purpose: *For the official use of the Office of European Affairs.* **ABC PhP 67,000.00**
 LEGEND: **F&F** - FURNITURES & FIXTURES **OS** - OFFICE SUPPLIES **ICTOS** - ICT OFFICE SUPPLIES

Signature Printed Name: Designation:	Requested By: <div style="text-align: center;">  MA. ELENA P. ALGABRE Assistant Secretary </div>
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