



# PURCHASE REQUEST

Department of Foreign Affairs



Agency

<b>Department</b>	<b>HRMO</b>	<b>PR No.:</b> <b>11-09324</b>	<b>Date:</b> <b>22-NOV-2024</b>
<b>Section</b>	<b>DFA DAY CARE CENTER</b>	<b>SAI No.:</b> _____	<b>Date:</b> _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	set	<b>DAY CARE LEARNING KITS</b>	25		
		1 Box Pencil #2 with Eraser 12s			
		1 Piece 2-hole Pencil Sharpener			
		2-3 Piece per pack colorful Plastic or Rubber Eraser			
		1 Box Large Crayons 16s			
		1 Box Colored Pencil 12s			
		1 Box Super Tips Washable Marker 10s			
		1 box water color palette 16 colors			
		2-3 Pieces per pack White Board Marker assorted color with eraser			
		3-piece per pack assorted color (black, blue, red) Ball pen retractable			
		3-piece per pack Glue Stick 15 gr			
		1 Piece Small White Board 12x 16"			
		1 Piece Plastic Ruler 12"			
		1 Piece Scissors 5" (children's scissors)			
		1 Illustration Board 15x20 inches			
		1 Pack Assorted colored paper 20s per pack			
		1 Pack Short Kraft Folder 10s			
		1 Pack Long Kraft Folder 10s			
		1 Pack Short Envelope 25s			
		1 Pack Long Envelope 25s			
		1 Pack A4 Matte Sticker Paper 10s			
		1 Pack A4 Glossy Sticker Paper 10s			
		1 Pack A4 White Vellum Board 200gsm 10s			
		1 Pack A4 Glossy Photo Paper 180gsm 10s			
		1 Pack A4 Matte Photo Paper 180 gsm 10s			
		1 Pack A4 Parchment Paper 180 10s			
		1 Pack Big Popsicle Sticks Colored 50s			
		1 Piece Clear Tape 18mm			
		1 Piece Clear Packing Tape 48mmx80m			
		1 Piece Masking Tape 36mmx30y			
		1 Piece Double Sided Tape 12-18mm			
		1 Piece Laminating Film 125micron 10s			
		1 Piece Laminating Film 250micron 10s			
		1 Pack Clay dough 6- 10's			
		2 Piece Drawing book 9x12" 20 sheets			
		1 Piece Blank Canvas 8'x10' 290gsm			
		1 Piece Pattern Writing Book			
		1 Box Facemask for Kids 50s			
		2 Pieces Cartolina (Assorted Color)			
					<b>₱91,625.00</b>
		<b>OTHER SUPPLIES</b>			
	piece	Heavy Duty Rubber Floor Mats, non-slip	2		
	box	Adult Facemasks	20		
	box	Gloves	5		
	piece	Heavy duty hard hat for kids	25		
	set	Self Washing Spin Mop (All-in-one) with 2 extra mop	2		
					<b>₱15,975.00</b>

		<b>SEMI-EXPENDABLE OFFICE EQUIPMENT</b>			
	piece	Heavy-duty laminating Machine	1		
	piece	Heavy duty paper cutter	1		
	piece	12-in-1 Craft Paper Cutter	1		
					<b>₱8,900.00</b>
		<b>SEMI-EXPENDABLE OTHER EQUIPMENT</b>			
	piece	Vacuum Cleaner steamer; heavy duty	1		
	piece	Automatic Alcohol Dispenser with pole and undertray	2		
					<b>₱21,000.00</b>
		<b>SEMI-EXPENDABLE FURNITURE AND FIXTURES</b>			
	piece	Tables for kids 77x55 cm assorted color	20		
	piece	Chairs for kids	20		
	piece	White board with stand 4 (W)x8 (L)feet, with reversible cork board	1		
					<b>₱62,500.00</b>
		xxxxxx		<b>TOTAL</b>	<b>₱200,000.00</b>

Purpose: For use in support of the operations of the DFA Day Care Center

Signature	Requested By:	Approved By:
	 <b>ANGELLA GILBERTO ALFAFARA</b>	 <b>CHRISTOPHER B. MONTERO</b>
Printed Name:	Director, BWD-HRMO	Assistant Secretary, HRMO
Designation:		