PURCHASE REQUEST								
Entity Name:	Ime: Department of Foreign Affairs		0005	OAMSS' GAA MOOE FY2025 for Training Expenses / Team Building / Health and Wellness / GAD Activity - other expenses - Uniform Jackets and T-shirts				
Office/Section: Office of Asset Management and Support Services			P.R. No. 0 2 0 . Responsibility Center Code:	07.0	15 / 0	Date: 1 1 JUL	2025	
Stock No.	Unit	Item Description		Quantity	Unit Cost	Total Co	st	
	Lot	Jackets Type: Reversible Jacket with logo embroidery Material: Premium Formal Fabric Color: Side A: Dark Green with lighter green logo embroidery Side B: Black with light gray logo embroidery Design: DFA Logo, unisex design, formal on both sides (see attached) Size: Customized Features: - Water-resistant - Breathable - Lightweight - With pockets on both sides - Heavy-duty reversible zipper closure T-shirts Material: Polo Shirt Sublimation Classic, Cotton Imprint: Direct-to-Film (DTF) printing Design: Customized (see attached) Color: Grey and Black Size: Customized Delivery: Five (5) working days Note: Terms of Reference (TOR) attached shall form part of this Agreement		116				
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		Terms of Payment: 1. Send bill arrangement 2. Payments shall be made thirty (30) days upon receipt of the sales invoice through List of Due and Demandable Accounts Payable (LDDAP). The list of for payment will be provided by the Office of Financial Management Service: Division (OFMS-FRMD) upon signing the contract. 3. The payment shall be inclusive of all applicable taxes and other lawful cha xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	documentary requirements needed s-Financial Resource Management arges.					
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					ABC	Php 380,000	0.00	
Purpose:	The procureme Team Building	ent of jackets and Tshirt uniform is intended to provide (and Gender and Development (GAD) Activity.	OAMSS personnel with appr	ropriate, functio	nal, and unified			
Signature: Printed Name: Designation:		Requested by:	FERDINAND V. VILLAMOR		Approved by: PATRICK JOHN U. HILADO Head of Office			

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