

PURCHASE REQUEST					
Department of Foreign Affairs					
Agency					
Department :		CO Iloilo	PR No.250601	Date: 24 June 2025	
Section :			SAI No. _____	Date : _____	
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	BALLPEN, black	200		
2	piece	BALLPEN, blue	100		
3	piece	BALLPEN, red	300		
4	piece	Ballpen, with string, black	60		
5	pack	BATTERY, dry cell, AA, 4 pieces per blister pack	5		
6	pack	BATTERY, dry cell, AAA, 4 pieces per blister pack	10		
7	piece	CORRECTION TAPE, film base type,	30		
8	piece	CUTTER BLADE, for heavy duty cutter	20		
9	piece	CUTTER KNIFE, for general purpose	10		
10	piece	DATA FILE BOX, Blue, with closed ends, no cover	10		
11	piece	DATA FOLDER, Blue, Archfile made of chipboard, taglia lock	10		
12	piece	DATER	10		
13	box	CLIP, Double, Backfold 3/4, 9mm	24		
14	box	CLIP, Double, Backfold 1 1/4, 32mm	15		
15	box	ENVELOPE, Catalog	100		
16	box	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	2		
17	box	FASTENER, Plastic, 70mm between prongs	10		
18	box	FOLDER, PRESSBOARD, Legal	2		
19	piece	FOLDER, White 8.5x13 inc	100		
20	piece	GLUE Stick, all purpose	15		
21	roll	LAMINATION FILM #9	2		
22	set	MARKER, FLUORESCENT, 3 assorted colors per set	20		
23	box	MARKER, PERMANENT, bullet type, black	8		
24	box	MARKER, PERMANENT, bullet type, blue	8		
25	box	MARKER, PERMANENT, bullet type, red	8		
26	ream	PAPER, Colored, 8.5x13 inc	10		
27	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	80		
28	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	95		
29	piece	PUNCHER, paper, heavy duty, with two hole guide	5		
30	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	3		
31	box	RUBBER BAND, 70mm min lay flat length (#18)	15		
32	box	RUBBER BAND, 70mm min lay flat length (#16)	20		
33	piece	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	60		
34	piece	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	60		
35	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	60		
36	bottle	STAMP PAD INK, purple or violet, 30ml (min.)	20		
37	piece	STAMP PAD, FELT, without Ink, no. 2	10		
38	box	STAPLE WIRE, for heavy duty staplers, (23/6)	40		
39	piece	Staple Remover, Plier type	20		
40	piece	STAPLER	10		
41	pad	STICKY NOTE, 1 1/2 x 3	15		
42	pad	STICKY NOTE, 3 x 3	15		
43	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	5		
44	roll	TAPE, PACKAGING, width: 48mm (±2mm)	15		
45	roll	TAPE, Double Sided, 24mm	15		
46	roll	TAPE, Duct, gray	5		
47	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	20		
48	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	20		
		Total			100512.00
Purpose :		Office supplies to be used in CO Iloilo operations			
Signature		Requested By:			
Printed Name :		SHEILA MARIE D. TU			
Designation :		Head of Consular Office			