

PURCHASE REQUEST

DSWD FO VI

Entity Name: _____

Fund Cluster: _____

Office/Section: <u>SLP</u>		PR No.: <u>2020-11-2204</u>	Date: <u>November 16, 2020</u>		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
OFFICE SUPPLIES					
	reams	BOND PAPER, 8.5X13in, long 70gsm	261	205.00	53,505.00
	reams	BOND PAPER, A4, 70gsm	250	195.00	48,750.00
	pcs	FOLDER, long, white, tagboard	1000	6.00	6,000.00
	pcs	FOLDER, short, white, tagboard	500	5.62	2,812.00
	pcs	STAMPING PAD, #3	200	30.00	6,000.00
	pcs	STAMP PAD INK, Blue	50	35.00	1,750.00
	pcs	STAMP PAD INK, Purple	50	35.00	1,750.00
	pcs	STAPLER, HEAVY DUTY, #35	50	350.00	17,500.00
	pcs	DATER, DIGITAL, SELF-INK, SMALL	50	420.00	21,000.00
	pads	DTR FORM 48, 1000/pad	10	200.00	2,000.00
	pcs	FILING BOX, without cover	50	250.00	12,500.00
	pcs	PLASTIC ENVELOPE WITH HOLDER, w/ color	50	80.08	4,004.00
	pcs	DOUBLE SIDED TAPE, 1"	60	45.00	2,700.00
	boxes	PENCIL, 32, lead w/ eraser, wood cased	25	55.00	1,375.00
	pcs	STORAGE & ORGANIZING BOX (95L, plastic, w/ roller)	29	1,200.00	34,800.00
Total					216,446.00

DSWD FIELD OFFICE VI
BIDS & AWARDS COMMITTEE
REF: 2020-11-1019
IBAC PES = _____
DATE PCVD: _____ TIME: _____
GRND BY: _____

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
BUDGET CONTROL NO. _____
DATE: 11/18/2020
REF: 3101051000200 (SLP) 2020-11-52

3101051000200 (SLP) 2020-11-9
dtd. 3/3/2020 + ₱ 12,706.00

ADA VERONICA G. GREGIO
PDO III

dtd. 11/10/2020 + ₱ 203,740.00
SD202990-2

Purpose: Purchase of Office Supplies for the Use of Sustainable Livelihood Program for 2020

<p>Requested by:</p> <p>Signature: _____ Printed Name: ASUNCION M. SANTIAGO Designation: OIC/DC, Promotive Services</p>	<p>Approved by:</p> <p style="text-align: center;"><i>(Signature)</i></p> <p>_____ MA. EVELYN B. MACAPOBRE, CESO III REGIONAL DIRECTOR</p>
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