

12/11/2020
 DATE: 4:57
 TIME:
 REC'D BY:

PURCHASE REQUEST

Entity Name: DSWD

Fund Cluster: _____

Office/Section: PSD-ARRU PR No.: 2020-12-2421 Date: Dec. 11, 2020
 Responsibility Center Code: _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	4 Layer Steel Cabinet	5	14,000.00	70,000.00
	pack	Battery (AA) 2 per pack	120	120.00	1,800.00
	pack	Battery (AAA) 4 per pack	15	218.00	3,270.00
	unit	Metal Document 2 Layer Tray	5	400.00	2,000.00
	box	Binder Clip 19mm (12's)	50)	15.00	750.00
	box	Binder Clip 25mm (12's)	50	21.00	1,050.00
	box	Binder Clip 51mm (12's)	50	64.00	3,200.00
	box	Binder Clip 41 mm (12's)	50	44.00	2,200.00
	box	Binder Clip 32mm (12's)	50	29.00	1,450.00
	pack	Specialty Paper (Cream-Legal) 20's	50	50.00	2,500.00
	pack	Specialty Paper (Cream-Short) 20's	50	50.00	2,500.00
	pcs	Record Book 300 pages (5.5 x 8.5)	20	85.00	1,700.00
	unit	Paper Cutter Metal Base B4 Size	1	2,000.00	2,000.00
	pcs	Expanded Brown Envelope with Garter	500	20.00	10,000.00
	pack	Photopaper 230 gsm glossy	30	180.00	5,400.00
	pack	Printable Sticker Paper A4	30	60.00	1,800.00
	pad	Post-it-notes	30	65.00	1,950.00
	pcs	Correction Pen	5	70.00	350.00
	roll	Masking Tape (1")	30	25.00	750.00
	roll	Masking Tape (1/2")	30	18.00	540.00
	box	Data File Box with Cover	30	250.00	7,500.00
	ream	Bond Paper short 70 gsm	20	250.00	5,000.00
	ream	Bond Paper A4 70 gsm	20	250.00	5,000.00
	ream	Bond Paper Long 70 gsm	20	250.00	5,000.00
	bottle	Paste (Jar)	5	50.00	250.00
	unit	Heavy Duty Pencil Sharpener	1	300.00	300.00
	pcs	Clearbook Long 20 leaves White Cover	64	85.00	5,440.00
				TOTAL	143,700.00

INCLUDED IN DSWD
 WWP WFP/NEP
 BY: *[Signature]*

DSWD FIELD OFFICE VI
 BIDS & AWARDS COMMITTEE

Purpose: For the use of ARRU staff. POC = 2020-12-1132
 BAC POC = _____
 DATE RCVD _____ TIME _____
 RCVD BY: _____

Requested by: _____ Approved by: _____
 Signature: *[Signature]* ADA VERONICA C. GRECIA PDO III
 Printed Name: HAYDEE C. CANILLA
 Designation: SWO IV/OIC-PSD Chief
 Signature: *[Signature]* MA. EVELYN B. MACAPOBRE, CESO III
 Designation: Regional Director