

PURCHASE REQUEST

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Entity Name: PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY, REGION VII

Fund Cluster:


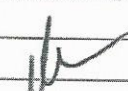
Office/Section: TAD		PR No.: 2020-11-536			Date: November 19, 2020	
		Responsibility Center Code:				
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost		Total Cost
	ream	Bond Paper, A4, US, substance 20	30	300.00	P	9,000.00
	ream	Bond Paper, long, US, substance 20	30	300.00		9,000.00
	bottle	Computer Ink, Hp L360, black	5	400.00		2,000.00
	bottle	Computer ink, EPSON 664 ,cyan	5	400		2,000.00
	bottle	Computer ink, EPSON 664,magenta	5	400		2,000.00
	set	Computer Ink, Canon, G4010	3	2500		7,500.00
	pc	Notebooks, none spring, 50 leaves	100	15		1,500.00
	pc	Ball pen, black, blue	100	20		2,000.00
	pc	Correction Pen, metal tip	20	110		2,200.00
	pc	White board pen, red	5	35		175.00
	pc	White board pen, black	5	35		175.00
	unit	Printer, Hp L120	1	9000		9,000.00
	pc	Paper cutter, 18 x15'	1	2000		2,000.00
	box	Paper clip,plastic (jumbo)50 mm	25	30		750.00
	pc	Metal Binder clip, 1.5"	20	65		1,300.00
	bottle	Elmers Glue , 130 ml	25	50		1,250.00
	pc	Expanded envelope, long	100	15		1,500.00
	roll	Scotch tape, transparent, 1", 50m	30	15		450.00
	roll	Scotch tape, transparent, 2", 50m	30	25		750.00
	roll	Packaging tape, 2", 50m	30	40		1,200.00
	pc	Folder, long	100	15		1,500.00
	pc	Stapler with remover, #35	3	300		900.00
	box	Staple wire #35	20	75		1,500.00
	pc	Calculator,12 digits, large display	2	750.00		1,500.00
<i>sub-total</i>						61,150.00
Purpose:						
		Requested by:			Approved by:	
Signature						
Printed Name						
Designation						

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Office/Section: TAD		PR No.: 2020-11-536	Date: November 19, 2020		
		Responsibility Center Code:			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<i>sub-total carried forward</i>			<i>61,150.00</i>
	pc	Extension wire, 5m long	3	250	750.00
	pc	Extension wire, 10m long	1	500	500.00
	unit	Electric Fan, industrial, standfan	2	4000	8,000.00
	pc	Face Masks, for adult, Washable	200	40	8,000.00
	gallon	Ethyl Alcohol, 70%	5	750	3,750.00
	liter	Bleach Solution (zonrox), liter	30	50	1,500.00
	unit	Weighing Scale, digital, 10 kilos	1	10000	10,000.00
	unit	Plastic Drawer Cabinet, 6 layers	2	5000	10,000.00
	pc	Plastic pale, medium size	2	200	400.00
	pc	Floor mop, self wringing	2	1000	2,000.00
	can	Disinfectant Spray, 400 grams	10	600	6,000.00
	box	Continuous Paper with Carbon 9.5x11 3ply	5	900	4,500.00
	box	Continuous Paper with Carbon 9.5x11 2ply	5	1000	5,000.00
		TOTAL			₱ 121,550.00
Purpose: Office supplies in support to the implementation of the Cotton Development Project					
Requested by:		Approved by:			
Signature					
Printed Name	JOSE DARY C. LOCSIN		BENJAMIN S. GOMO		
Designation	Head, Technical Assistance Unit		Acting Director II		