

## PURCHASE REQUEST

| Office<br>Division / Section |        | AMS                                              | PR No. 2017-09-485 JLD 9/4/17 |           |                   |
|------------------------------|--------|--------------------------------------------------|-------------------------------|-----------|-------------------|
|                              |        |                                                  | SAI No.                       |           |                   |
| Item<br>No.                  | Unit   | Item Description                                 | QTY                           | Unit Cost | Total<br>Cost     |
|                              | pack   | Battery, dry cell AA, 2 pieces per blister pack  | 312                           | 50.00     | 15,600.00         |
|                              | pack   | Battery, dry cell AAA, 2 pieces per blister pack | 294                           | 70.00     | 20,580.00         |
|                              | box    | Clip, backfold, 19mm, 12 pcs/box                 | 268                           | 15.00     | 4,020.00          |
|                              | box    | Clip, backfold, 32mm, 12 pcs/box                 | 30                            | 25.00     | 750.00            |
|                              | tube   | Cutter Blade, heavy duty cutter, 10 pieces/tube  | 28                            | 18.00     | 504.00            |
|                              | pcs    | Cutter Knife, heavy duty                         | 75                            | 24.00     | 1,800.00          |
|                              | pcs    | Data File Box, made of chipboard w/ close ends   | 267                           | 100.00    | 26,700.00         |
|                              | pcs    | Data Folder, made of chipboard, taglia lock      | 902                           | 110.00    | 99,220.00         |
|                              | box    | Envelope, Expanding, Kraftboard, legal size      | 10                            | 1,200.00  | 12,000.00         |
|                              | box    | Envelope, mailing, with window (500 pcs/box)     | 17                            | 500.00    | 8,500.00          |
|                              | pcs    | Eraser, plastic or rubber                        | 81                            | 4.00      | 324.00            |
|                              | sets   | File Tab Divider, Legal, 5 colors/set            | 56                            | 25.00     | 1,400.00          |
|                              | box    | Folder, Pressboard, size 240mm x 370mm, 100s/box | 7                             | 1,500.00  | 10,500.00         |
|                              | jar    | Glue, all purpose, 300 grams min                 | 50                            | 110.00    | 5,500.00          |
|                              | sets   | Marker, fluorescent, 3 colors / set              | 272                           | 54.00     | 14,688.00         |
|                              | pcs    | Marker, permanent, bullet type, black            | 217                           | 13.00     | 2,821.00          |
|                              | pcs    | Marker, permanent, bullet type, red              | 188                           | 13.00     | 2,444.00          |
|                              | pad    | Note pad, stick-on (2"x3"), 100 sheets per pad   | 381                           | 39.00     | 14,859.00         |
|                              | pc     | Sign Pen, Black, .05mm needle tip                | 1,336                         | 47.63     | 63,627.00         |
|                              | pc     | Sign Pen, Blue, 0.5mm needle tip                 | 1,143                         | 47.63     | 54,435.38         |
|                              | pc     | Sign Pen, Red, 0.5mm needle tip                  | 738                           | 47.63     | 35,147.25         |
|                              | bottle | Stamp Pad Ink, violet, 50ml                      | 97                            | 105.00    | 10,185.00         |
|                              | box    | Staple wire, heavy duty, 23/13                   | 100                           | 45.00     | 4,500.00          |
|                              | box    | Staple wire, standard                            | 238                           | 40.00     | 9,520.00          |
|                              | roll   | Tape, masking, 24mm, 50 meters length            | 136                           | 68.90     | 9,370.40          |
|                              | roll   | Tape, transparent, 24mm, 50 meters length        | 22                            | 13.65     | 300.30            |
|                              | pcs    | Flash Drive, 16gb, USB 2.0, plug and play        | 164                           | 450.00    | 73,800.00         |
|                              |        | xxxxx-nothing follows-xxxxx                      |                               |           |                   |
|                              |        |                                                  |                               |           |                   |
|                              |        | <b>GRAND TOTAL</b>                               |                               |           | <b>503,095.33</b> |

Requisitioning Officer

Signature:

Printed Name:

ARNALDO P. VALLESFINO

Designation:

Chief, General Services Division

Purpose:

For official use of MARINA Central Offices, Certificate of Non-Availability of Stocks (CNAS) from Procurement Service-DBM attached.

INCLUDED IN THE APP for FY 2017

CONSUELO T. DELA CRUZ

## CERTIFICATION

☐ FUNDS AVAILABLE☐ NO FUNDS AVAILABLE

MELLANIE T. BALIN  
OIC, Budget Division

☒ Approved☐ Disapproved

PR Approver

Signature

Printed Name

MARCIAL QUIRICO C. AMARO III, PhD

Designation

Administrator

Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)