Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov 2010

MARINA

Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office		AMS	PR No. 2017-07-404 dtd 7/26/17		
Division / Section		GSD / Property & Supply Management Section	SAI No.		
Item No.	**Unit**	**Item Description**	**QTY**	**Unit Cost**	**Total Cost**
	pc	BALLPEN, black	1000	5.00	5,000.00
	pc	BALLPEN, blue	1000	5.00	5,000.00
	pc	BALLPEN, red	1000	5.00	5,000.00
	pack	BOARD PAPER, A4 white	186	50.00	9,300.00
	piece	Correction Fluid	100	11.70	1,170.00
	piece	Magazine File Box, Medium	50	34.32	1,716.00
	case	MAP PIN, round head, 100 pieces per case	33	40.35	1,331.55
	pad	NOTEPAD, stick-on, 5x3	50	55.00	2,750.00
	pad	NOTEPAD, STICK-ON, 2X2, 100 shts/pad	100	98.78	9,878.00
	jar	Paste with applicator	100	50.00	5,000.00
	pack	Sticker paper, white (matte)	100	55.00	5,500.00
	case	PUSH PIN, flat head type, 100 pieces/ case	50	24.96	1,248.00
	bundle	TIME CARD, for Amano Bundy Clock,100 pieces bundle	100	69.47	6,947.00
		xxxxx-nothing follows-xxxxx			
		GRAND TOTAL			**59,840.55**

INCLUDED IN THE APP for FY 2017
CONSUELO T. DELA CRUZ
GSD-Procurement Section

Requisitioning Officer

Signature:	
Printed Name:	**ARNALDO P. VALLESFINO**
Designation:	Chief, General Services Division
Purpose:	For official use of MARINA Central Office for 2nd Semester 2017.

CERTIFICATION

☑ FUNDS AVAILABLE

☐ NO FUNDS AVAILABLE

RALPH A. NARVAEZ
OIC, Budget Division

☑ Approved ☐ Disapproved

PR Approver

Signature	28 JULY 2017
Printed Name	**MARCIAL Q.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.)

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
MARITIME INDUSTRY AUTHORITY
STCW OFFICE

PURCHASE REQUEST

Office: STCWO
Division/Section: ____________
Date Request: July 17, 2017

PR No. : 2017-07-403
SAI No. :

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
A.		**COMMON OFFICE SUPPLIES**			
	pc	Ballpen, Black	2,010	5.00	10,050.00
	pc	Ballpen, Blue	1,557	5.00	7,785.00
	pc	Ballpen, Red	1,270	5.00	6,350.00
	pack	Binder, Divider, A4 (white)	210	45.00	9,450.00
	pack	Binder, Divider, Long (white)	126	55.00	6,930.00
	pack	Board Paper, A4 (white)	100	50.00	5,000.00
	pc	3 Ring Binder, 1.5"	120	150.00	18,000.00
	pc	3 Ring Binder, 2"	200	200.00	40,000.00
	pc	3 Ring Binder, 3"	125	250.00	31,250.00
	pc	Clear Holder, A4	63	40.00	2,520.00
	pc	Clear Holder, Long	63	88.00	5,544.00
	pc	Comb Binder, long ½, 1 1/2	24	50.00	1,200.00
	pc	Comb Binder, short ½, 1 1/2	24	50.00	1,200.00
	btl	Correction Fluid	120	32.00	3,840.00
	pc	Data Box, Green	109	100.00	10,900.00
	pc	Data Box	500	100.00	50,000.00
	pc	Data Filler, Green	41	180.00	7,380.00
	pc	Data Filler	1,000	180.00	180,000.00
	pc	Data Filler Box, Big Green	105	200.00	21,000.00
	set	Folder, Divider, A4 (white)	1,000	16.00	16,000.00
	pack	Folder, Clear L-type, A4 50pcs/pack	87	166.00	14,442.00
	pc	Illustration Board	12	36.00	432.00
	pc	In and Out Tray	101	250.00	25,250.00
	roll	Laminating Film	7	1,000.00	7,000.00
	pc	Magazine File, Medium	30	175.00	5,250.00
	pc	Manila paper, 10 sheet/pack	5	25.00	125.00
	pack	Paper, Colored, blue A4	10	50.00	500.00
	pack	Paper, Colored, green A4	10	50.00	500.00
	pack	Paper, Colored, yellow A4	10	50.00	500.00
	pack	Paper, Photo Glossy	155	150.00	23,250.00
	pc	Paste	238	17.55	4,176.90
	pack	Photo Paper	108	45.00	4,860.00
	pc	Report Cover, A4	70	5.00	350.00
	pc	Report Cover, long	70	7.00	490.00
	pc	Sign pen, V10, black	200	75.00	15,000.00
	pc	Sign Pen, 0.7mm	45	75.00	3,375.00
	btl	Stamp pad Ink, red	23	26.43	607.89
	box	Staple Wire #23/6	30	25.00	750.00
	box	Staple Wire#23/10	20	30.00	600.00
	pack	Sticker Paper, MATTE (white)	370	55.00	20,350.00
	pack	Sticker Paper, MATTE (pink)	77	55.00	4,235.00
	pack	Sticker Paper, MATTE (green)	32	55.00	1,760.00
	pack	Sticker Paper, MATTE (orange)	32	55.00	1,760.00
	pack	Sticker Paper, MATTE (yellow)	77	55.00	4,235.00
	pack	Sticker Paper, MATTE (orange)	32	55.00	1,760.00
	roll	Tape, Double Sided	50.00	100.00	5,000.00

B.		COMMON OFFICE DEVICES			
	pc	Puncher, 3-Hole	7	1,500.00	10,500.00
	pc	Stapler, HD	84	500.00	42,000.00
C.		JANITORIAL SUPPLIES			
	pc	Oil, General Purpose Lubricant	14	37.00	518.00
		x-x-x-x-x-x			P633,975.79
		Note:			
		Included in the 2017 PPMP of STCWO			

INCLUDED IN THE APP for FY 2017

CONSUELO T. DELA CRUZ
GSD-Procurement Section

Requisitioning Officer

Signature:	
Printed Name:	**ATTY. VERA JOY S. BAN-EG**
Designation	OIC-Executive Director
Purpose:	

FOR OFFICIAL USE OF THE STCW OFFICE upto 4th Quarter 2017.

CERTIFICATION

☑ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

RALPH A. NARVAEZ
OIC, Budget Div./Admin Officer V

	☑ Approved	☐ Disappproved
	PR Approver	
Signature:	28 JULY 2017	
Printed Name:	**MARCIAL Q.C. AMARO III, PhD**	
Designation	Administrator	

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