REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

MARITIME INDUSTRY AUTHORITY

STCW OFFICE

PURCHASE REQUEST

Office: STCWO
Division/Section: ASD
Date Request: August 29, 2017

PR No. : 2017-08-472 dtd 8/30/17
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
	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
	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, 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	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
	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
		x-x-x-x-x-x			**P481,399.79**
		Note:			
		Included in the 2017 PPMP of STCWO			

INCLUDED IN THE APP for FY 2017
CONSUELO T. DELA CRUZ
CSD-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

CERTIFICATION

- [x] FUNDS AVAILABLE
- [ ] NO FUNDS AVAILABLE

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

	[x] Approved	[ ] Disapproved
	PR Approver	
Signature:		
Printed Name:	**MARCIAL QUIRICO C. AMARO III, PhD**	
Designation	Administrator	

09/09/17

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

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

PURCHASE REQUEST

Office	AMS			
Division / Section	GSD / Property & Supply Management Section	PR No. 2017-07-404 dtd 7/26/17		
		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.)