



PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department

HRMO

PR No.

Date: 12 JUL 2022

Section

BWD

SAI No.:

Date:

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
		LEARNING KIT			
	reams	A4 SHORT BOND PAPER, 500's per ream	20		PHP 642,628.60
	reams	LONG BOND PAPER, 500's per ream	20		
	roll	CARTOLINA, 10's per roll, assorted colors	20		
	boxes	PAPERCLIP, (33mm Small Assorted Color)	20		
	boxes	FASTENER, 50's, plastic	50		
	roll	CLEAR/TRANSPARENT TAPE, 24mm x 30m	50		
	boxes	BALLPOINT PEN (BLACK), 50's per box	5		
	boxes	BALLPOINT PEN (RED), 50's per box	5		
	boxes	PENCIL with Eraser No.3 12'S	50		
	boxes	COLORED PENCILS, 12's per box	120		
	packs	COLORED PAPER, (25S 80GSM FLOURESCENT ASSORTED COLOR)	100		
	packs	CRAYONS, 16 classic colors per pack	120		
	pc	SMALL WHITEBOARD, (2 Sided Magnetic Aluminum White Board with 2 magnet and 1 marker & small eraser)	60		
	set	SMALL WHITEBOARD MARKERS, (8pcs Colorful Whiteboard Marker with Built-in Eraser of 8 Colors)	240		
	pc	SCISSORS (FOR KIDS), (Safety Scissor Designed for Small Hands 3 years and Up)	120		
	packs	Velcro DOTS, (magic tapes self adhesive 10/12/15/20/25mm)	20		
	packs	LAMINATING FILM, (125 micron A4 size 100 sheets per pack)	10		
	pc	GLUE STICK (FOR KIDS), 15grm	240		
	set	ACRYLIC PAINT SET, (12 tubes of watercolor acrylic non toxic, 6 red brushes, and 1 paint board)	60		
	bundle	ADARNA HOUSE PICTURE BOOK FOR GRADE 1 (BUNDLE), 10's	60		
	piece	ACTIVITY BOOKS (for children 3-6 ages),ABC alphabet activity book	50		
	piece	ACTIVITY BOOKS (for children 3-6 ages),ABC alphabet activity book	50		
	piece	ACTIVITY BOOKS (for children 3-6 ages),Tracing Practice	50		
	piece	ACTIVITY BOOKS (for children 3-6 ages), Patterns	50		
	piece	ACTIVITY BOOKS (for children 3-6 ages),Early Math	50		
	set	GET AHEAD WORKBOOK FOR KINDERGARTEN-UPDATED SET OF 2 (ENGLISH & MATH)	60		
	pc	WATER COLOR, (WATERCOLOR CAKE 12 COLORS)	120		
	packs	POPSICLE STICKS (COLORED), 50pcs Popsicle Stick, Natural Wood, Kids Crafts Art Wooden Colorful Popsicle Sticks for Kids DIY Crafts Ice Cream Props Making	10		
	packs	JUMBO POPSICLE STICKS (PLAIN), 50Pieces Jumbo (Large)	5		
	packs	JUMBO POPSICLE STICKS (PLAIN), 50Pieces Small (Mini)	5		
	set	CLAY (Set 12 in 1 Colorful Mini Clays Set w/ Molding Tools Play Set Toy Imported Quality Children Kids Toy Gift ToyMart Toys Play Set Simulation Toy / Baby Shark Play Clay Set w/ 4 Non Toxic Clays Children Learning)	120		
	pc	MAGIC WATER DRAWING BOOK	120		
	roll	CLEAR TAPE, 48mm x 100mm	20		
	packs	ERASER SET, (Creative Eraser Creative Space Eraser)	120		

	piece	SHARPENER FOR KIDS, double hole	120		
	set	COLORING SET FOR KIDS, 42 different colors per set, Crayons	60		
	pc	RULER FOR KIDS, 15cm	120		
	roll	NAME TAG STICKERS, 250Pcs/roll with cartoon design	5		
	roll	DOUBLE SIDED TAPE, 24mmx5M	20		
	packs	STICKER PAPER, a4, glossy/matte, 50's per pack	10		
	pc	TEACHER'S WORKBOOK FOR PRESCHOOLERS & Kindergarden, 90 PAGES	60		
	pc	TEACHER'S WORKBOOK FOR PRESCHOOLERS (PAPERBACK), 112 pages	60		
	roll	PACKAGING TAPE, 48mmx30M	10		
	set	LABEL DOT STICKERS, 880s/10sheets, different colors	20		
	packs	POMPOMS (100 Pcs Mixed Color Soft Fluffy Pompoms for kids Crafts, 20mm)	20		
	btl	STICK GLUE, 130GRM	60		
	packs	PAPER PLATES,(Disposable Paper Plates 8 Inches/21cm,10's)	10		
	set	ILLUSTRATION BOARD (1/4, 12pcs)	15		
	packs	SHORT FOLDER, 25's per pack	30		
	packs	LONG FOLDER, 25's per pack	30		
	packs	PAPER CUP CRAFTS, (12PCS Kids Children DIY Handmade Paper Cups Craft Kit with 12 Animal Patterns)	60		
	packs	READ AND MASTER PHONICS FLASH CARDS, (67pcs Read & Master Phonics Flash Cards educational learning card)	60		
	packs	DRAWING BOOK, (20 SHEETS 229MM X 305MM)	120		
	piece	BLANK CANVAS, (20cm x 30cm White Blank Canvas Art Boards Stretched Artist Canvas Wooden Frame Painting Frame Pure Cotton For Art Artist Paints Panels)	60		
	set	Writing Book Set Of 4 (Small,Patterns,Numbers,&Capital)	60		
	pack	CARS STICKER BOOKS, (Cars Colouring English Activity Story Picture Book for Kids)	60		
	pack	ALPHABET STICKER BOOKS (ready for school alphabet sticker book Colouring English Activity Picture Book for Kids)	60		
	piece	BOOK, "ANG ALPABETONG FILIPINO"	60		
	piece	BOX FOR PACKAGING, (W) 37.5X (L) 29.9X (h) 6.4CM	550		
		COLORING BOOKS for KIDS			
	pc	ANIMALS	60		
	pc	OPPOSITES	60		
	pc	ALPHABETS	60		
	pc	WORDS	60		
	pc	COLORS	60		
	pc	NUMBERS AND SHAPES	60		
		MATERNITY KITS			
	pack	Diaper For Newborn, 40 pcs x 1 pack (40 pcs) - Tape Diapers	40		
	btl	Pain Reliever Balm, 40g	40		
	btl	Massage Oil, 100ml (Lavender, Peppermint and Eucalyptus)	40		
	boxes	Maternity Pads (2 per box), Non-Wing x8 Pads, Regular Size	80		
	pack	Wet Wipes (10 packs set), Organic Baby Wipes assorted 80 pcs per pack Wipe	40		
	btl	Baby Bath Soap 1000 ml	40		
	set	Hygiene Kit Set, (L) 7.5 x (H) 8.5 in(*Clear Pouch with Michro Fiber Backing, *ALcohol 75%, 70ml, *3-ply surgical facemask, 3pcs, *Tissue Paper, *Handbash Soap)	40		
	packs	Nursing Pads, Disposable Breast Pads (60 pads)	40		
	packs	Pre-natal/Post-natal Vitamins, (prenatal multivitamins 30capsules)	40		
	packs	Multi Vitamins, 100 Capsules	40		
	btl	Hand Sanitizer, with Aloe Vera and Vitamin E 60ml	40		
	set	Baby Care Grooming Kit, 10 items (Package include (bag, Nose Cleaner With Cover, Finger Design With Toothbrush, Soft Hair Brush, Thermometer, Nail Clipper With Cover, Cleaning Clip With Cover, Round Head Scissors, Round Head Hair Comb, Measuring Dropping Device, Nail Polish)	40		
	pack	Facial Cotton Pads, (100% pure cotton 80s multi purpose)	40		
	pack	Sanitary Napkins, (with Wings (32 pads) Regular Size	40		
	set	Oral Travel Kit, (Travel Kit Toothbrush With Toothpaste)	40		
	piece	Baby Care Books	40		
	piece	Box to Contain the Maternity Kit W - 38 x L 30 x H 25 cm	40		
		OTHER SUPPLIES NEEDED BY DAYCARE			

	piece	First Aid Kit Survival Bag (*1 red first aid case, *1 scissors,9cm, *1 plastic tweezers, *1 Elastic Bandage, 4.5cmx10m, *1 Elastic Bandage, 3x4.5cmx7.5m, 1 Elastic Bandage, 3x4.5x5m, *100 adhesive styppis bandages, *50 pads, *10 soap wipe, *10 Sting Relief, 10 antiseptic cleansing Wipe, *2 Gauze Swab, 10x10cm, *gaizeSwab, 7.5x7.5cm, 2 gauze swab,5x5cm, *1 adhesive wound dressing (6*7cm, 1 Adhesive wound dressing,6*10cm, 2 adhesive bandage, *2 bandage triangulaire, 96cmx96cmx136cm, *2 disposable PVC gloves, 2 pairs, *5 disposable CPR mask, *20 safety pins, *1 pack cotton buds, *10 povidone-iodine pad, *2 emergency bnaket (130x210cm), *1 burn dressing,40x60cm, *1 rainwear, *1versatile bandages, *1 yellow bandage, *1 Mouth to mouth resuscitation device)	2		
	piece	Dish Cabinet / Organizer	1		
	piece	Soap Dispenser	1		
	piece	Plastic File Holder, 4-slot	5		
	piece	Organizer - Art Caddy, W 23.5 x L 21.5 x H 13 cm	20		
	piece	Desk Storage bookshelf, H -28.3 cm x W 39 cm x L 30.5 cm	2		
	piece	3 Layer Document Tray	4		
	piece	Expanding File with Handle, long size	10		
	set	Sticky note Memo Pad 100 sheets (W 76mm x L 76mm)	20		
	piece	Storage Box, H 40.00x L 29.00x W 28.50cm	5		
	box	Binder Clip, 41MM-12PCS/1BOX	10		
	piece	Calculator, Electronic DM-1200V Slide Switch Big Display 12 Digits Stationery Office	3		
	piece	Clearbook, Refillable, 20pockets, 25x1.5x31cm	10		
	piece	Stapler, Metal, heave duty	4		
	piece	Puncher, 2 holes	4		
	piece	Cutting Matt, A1 23 1/2X33	2		
	piece	Handheld Cutter with 2 refill	5		
	set	Expanding Envelope, 10's	10		
	piece	Arrow Sticky Notes	5		
	piece	Certificate Holder	100		
	piece	a4 clipboard	5		
	piece	Tape Dispenser	3		
	piece	Staple Wire Remover	4		
	piece	Correction Tape	10		
	pack	GLUE STICK (FOR GLUE GUN), 50pcs Gluestick BIG	5		
	pack	Disinfectant Spray, 340g, 12's per set	3		
	box	Alcohol, 70% with Scent, 1gallon, 4s per box	10		
	piece	Rechargeable Automatic Liquid Dispenser for Alcohol Wall Mounted w/ Box,	5		
	set	Dishwashing Liquid Bottle, 250ml, 3's per set, with antibac	10		
	btl	Lotion Hand Soap, 1 gallon	10		
	piece	wall Mounted Soap Dispenser Hand Wash Liquid Pump, 500ml	4		
	box	Disinfectant Liquid, 5L, 4's per set	2		
	box	Laundry Detergent Powder, 10kg	3		
		BEDDING (for sleeping area)			
	piece	Children's Sleeping Mat (small single)	3		
	piece	Bounce Pillow	3		
	piece	Bedsheet	3		
	piece	Pillowcase	6		
		xxxxxxx			
					Php 642,628.60

Purpose: For official use of the Department

Signature	Requested By:	Approved By:
Printed Name:	ALAN RDI Q. GABRIOLA	CHRISTOPHER B. MONTERO
Designation:	Director, BWD-HRMO	Assistant Secretary, HRMO