



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte



STF-2021-10-01243

**PURCHASE REQUEST**

Dept/Office: AdO

PR #: STF-2021-10-01243

Date: 10-11-2021

Section/End-User: Ida Blanz L. Orapa

Category: Office Furniture &amp; Fixture

Funding Source: Special Trust Fund

Project Title/Code: VSUCAT 2022

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Table, tower type	unit	2	3,000.00		6,000.00
<b>Specification:</b> ?Dimension: 60 x 40 x 123 cm ?Color: black ?with top printer shelf and sliding flat drawer for key board ? for indoor use						
2	Executive Table	unit	1	25,000.00		25,000.00
<b>Specification:</b> L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft C						
3	Filing cabinets, 2 doors good quality, 5 shelves W-90 CM X D - 40 CM X H-185 CM	pcs	1	15,000.00		15,000.00
<b>Specification:</b> ?Filing cabinets, 2 doors good quality, 5 shelves ?W-90 CM X D -40 CM X H-185 CM						
4	Office chair, with arm rest	pc	2	5,000.00		10,000.00
<b>Specification:</b> ?at least (580mmx600mx890-990mm) ?Butterfly Mechanism = 360 Degree Swivel Seat ?Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric ?Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric ?Arm: Polypropylene plastic ?Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment						
5	Office Table	pc	3	4,000.00		12,000.00

**Specification:**

?Laminated Wood,  
 ?One Long Drawer with 3 Side Drawers,  
 ?2 Top Drawers with Locks,  
 ?color: Gray, Wenge,  
 ?Dimension: at least W22.75? x L47.25? x H29.5?

6	Senior Executive High back chair	pc	1	10,500.00		10,500.00
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**Specification:**

?double-layer cushion with genuine leather armrest,  
 ?with back-rest reclining adjustment and knee tilt mechanism

7	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	3	11,000.00		33,000.00
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**Specification:**

?size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),  
 ? 37KG Pure steel product.  
 ?The steel thickness of the file cabinet is 0.7-1.2mm  
 ?4 Drawers steel vertical filing cabinet

<b>TOTAL</b>						<b>111,500.00</b>
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Purpose: for office supplies

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES

TWG - Office Furniture &amp; Fixture

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

IDA BLANZ L. ORAPA

NANCY V. DUMAGUING

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU