



## PURCHASE REQUEST

Dept./Office: **OTCLO**Section/End-User: **CAROLINE B. ANDUYAN**Funding Source: **General Fund - MOOE**PR #: **GF-2021-11-01470**Date: **11-03-2021**Category: **Office Furniture & Fixture**Project Title/Code: **Office of the Chief Legal Officer/  
GSD**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	MC Low Back Office Chair	pc	3	7,600.00		22,800.00
Specification:						
Dimensions, W58XD64XH101-111cm, black color						

# MC Low Back Office Chair



**Item Material**

Back Rest: Metal Frame Inside V  
Covered With Pu Faux Leather  
Seat: Plywood With Foam, Cove  
Faux Leather  
Arm: Chrome Metal Tube, Plyw  
Covered With Pu Faux Leather A  
Gas Lift: 10cm Length Black Gas  
Polypropylene (Pp) Plastic Cove  
Star Base: Chrome  
Wheel Caster: Nylon



**Color Finish**

Seat & Back: Black

**Features**

Assembly Required: Yes  
Butterfly Mechanism: 360 Degr  
Adjustable Seat Height, Lock & T

2	Metal filing shelves, open, 4 layers	unit	1	10,000.00		10,000.00
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3	<b>Office Table</b>	pc	1	4,000.00	4,000.00
<b>Specification:</b> ?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?					
4	<b>Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White</b>	pieces	1	11,000.00	11,000.00
<b>Specification:</b> ?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>47,800.00</b>
Purpose: Office use					
Checked by:  <b>NORMAN O. VILLAS</b>			Funds Available:  <b>ALICIA M. FLORES</b>		
TWG - Office Furniture & Fixture			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	<b>CAROLINE B. ANDUYAN</b>	<b>RYSAN C. GUINOCOR</b>		<b>EDGARDO E. TULIN</b>	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU <sup>11/9</sup>	