



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

SCAN HERE



PR-2023-0418-112316

QP 5/29/23

## PURCHASE REQUEST

PPMP No. : 65-5-421-2023-1-0-16

PR No.: GF-2023-04-00705

Date: 04-18-2023

Dept./Office: OHIAO

Category: Office Furniture  
& Fixture

Section/End-User: Ana Marquiza M. Quilicot

Project Title/Code: IAO\_2023 Office equipment and  
supplies 2023

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Center Table, Glass	pc	1	1,000.00		1,000.00
<b>Specification:</b>  Table Center, Glass, Size 1100*600*450mm  Materials: Tempered Glass, Wooden Leg, color Brown  Feature: Magazine Rack at the side						
2	L shape sofa set, 4 seater with 1 seat extension plus 2 seater	set	1	38,000.00		38,000.00
<b>Specification:</b>  ?Locally made item ?Color: Either of the ff: Grey, Taupe, or Neutral Colors ?Foam type: high-density polyurethane foam. Foam can be wrapped in softer material or cotton to make it softer. ?Detachable down cushion ?Frame Material: Wood preferably made of mahogany or narra ?L sofa set includes 1 unit 4-seater sofa with one seat extension ?And 1 unit – 2 seater ?Dimensions - 4-Seater: Approximately 375(W) x 90(D) x 86(H) cm ?Dimensions - 2-Seater: Approximately 150(W) x 90(D) x 86(H) cm						
3	Office table, good quality	unit	3	9,500.00		28,500.00
<b>Specification:</b>  <i>Minimum Specifications:</i> <ul style="list-style-type: none"><li>• Pedestal 3-Drawer Cabinet and table in one.</li><li>• 2.5 cm thickness of laminated hardwood.</li><li>• Steel frame , which is powder Coated preventing it from rusting</li><li>• Gage 20 thickness of the steel frame.</li><li>• Table comes with a pedestal 3-Drawer Cabinet. central lock, powder Coated. color beige.</li></ul> Dimensions of table <ul style="list-style-type: none"><li>• W60cm x L120cm x H 74cm pedestal 3-Drawer</li><li>• W40cm x 56cm x H71cm</li></ul>						

• gage 20 thickness

4	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	2	11,000.00		22,000.00
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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

**TOTAL**

**89,500.00**

Purpose: office use

Checked by:

  
**LEO A. MAMOLO**

Funds Available:

  
**ALICIA M. FLORES**

TWG - Office Furniture & Fixture

  
HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

  
**ANA MARQUIZA M. QUILICOT**

END USER

Noted by:

  
**ANA MARQUIZA M. QUILICOT**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU