



PURCHASE REQUEST

Dept./Office: **DARI**PR #: **STF-2021-09-00860**Date: **09-06-2021**Section/End-User: **Jo Jane D. Atok**Category: **Office Furniture & Fixture**Funding Source: **Special Trust Fund**Project Title/Code: **ARIC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Name/Signage	unit	1	85,000.00		85,000.00

Specification:

Advanced Research and Innovation Center

- Platform Dimension: approx. 50 cm (H) x 780 cm (W)
- Font Style: Arial Bold (see picture for reference)
- Material: Brass Alloy C46400 or equivalent
- Material thickness: at least 1/4 inch with a flat face and welded returns
- Style: Built-up Lettering
- Finish: Polished Brass (see picture for reference)
- Stainless steel rod fixing onto concrete wall of at least 10 cm away from the wall
- Size & height of letters should not exceed the platform (drawn to scale)
- Lay-out can be provided but it is recommended for the supplier to visit location to ensure compatibility and exact fitting
- Setting-up and installation provided by supplier
- Spaces (see picture for interpretation)

Left side: 25 cm from the first letter (A)

Right side: 25 cm from the last letter (r)

Top & Bottom: 10 cm from the letters

	TOTAL					85,000.00
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Purpose: For office use

Checked by:	 NORMAN O. VILLAS	Funds Available:	 ALICIA M. FLORES
	TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE <i>no more use</i>
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JO JANE D. ATOK	 MA. THERESA P. LORETO	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Where to Install?



Platform

Finish/Color Reference



Polished Brass

Sample lay-out: **Arial Bold**

