



## PURCHASE REQUEST

Dept./Office: **DAEEx**

PR #: **GF-2021-09-00742**

Date: **09-07-2021**

Section/End-User: **Karen Luz Y. Teves**

Category: **Office Furniture & Fixture**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DAEEx-GF 301000000 2022**

| Item #  | Item Description  | Unit | Qty | Unit Cost | PAR/ICS                   | Total Cost       |
|---|---|------|-----|-----------|---------------------------|------------------|
| 1   | <b>Office chair, with arm rest</b>  | pc   | 3   | 5,000.00  | VIRGELIO C. DARGANTES JR. | 15,000.00        |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>at least (580mmx600mx890-990mm)</li> <li>Butterfly Mechanism = 360 Degree Swivel Seat</li> <li>Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric</li> <li>Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric</li> <li>Arm: Polypropylene plastic</li> <li>Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment</li> </ul> |   |      |     |           |                           |                  |
| 2   | <b>Office Table</b>   | pc   | 2   | 4,000.00  | VIRGELIO C. DARGANTES JR. | 8,000.00         |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>Laminated Wood,</li> <li>One Long Drawer with 3 Side Drawers,</li> <li>2 Top Drawers with Locks,</li> <li>color: Gray, Wenge,</li> <li>Dimension: at least W22.75? x L47.25? x H29.5?</li> </ul>   |   |      |     |           |                           |                  |
| 3   | <b>Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,</b> | pc   | 1   | 10,500.00 | KAREN LUZ Y. TEVES        | 10,500.00        |
| <b>Specification:</b><br><br>Display Cabinet, Filing Cabinet<br><br>Dimensions: 900mm x 450mm x 1850mm<br><br>Powder coated<br><br>Adjustable shelves   |   |      |     |           |                           |                  |
| <b>TOTAL</b>  |   |      |     |           |                           | <b>33,500.00</b> |

Purpose: for office use

|   |   |
|---|---|
| Checked by:<br><br><div style="text-align: center;"> <br/> <b>NORMAN O. VILLAS</b><br/>                     TWG - Office Furniture &amp; Fixture                 </div> | Funds Available:<br><br><div style="text-align: center;"> <br/> <b>ALICIA M. FLORES</b><br/>                     HEAD, BUDGET OFFICE                 </div> |
|---|---|

|              |               |               |               |
|--------------|---------------|---------------|---------------|
| Signature:   | Requested by: | Noted by:     | Approved by:  |
|              | Printed Name: | Printed Name: | Printed Name: |
| Designation: | Designation:  | Designation:  | Designation:  |



**KAREN LUZ Y. TEVES**

END USER



**KAREN LUZ Y. TEVES**

UNIT HEAD, PROJECT LEADER



**EDGARDO E. TULIN**

PRESIDENT, VSU *atulin*