



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0681**PR No.: **GF-2024-10-02311**Date: **10-07-2024**Dept./Office: **OUS**Category: **Office Furniture  
& Fixture**Section/End-User: **Antonieta Corazon D. Israel**Funding Source: **General Fund - MOOE**Project Title/Code: **OUS- 2025**

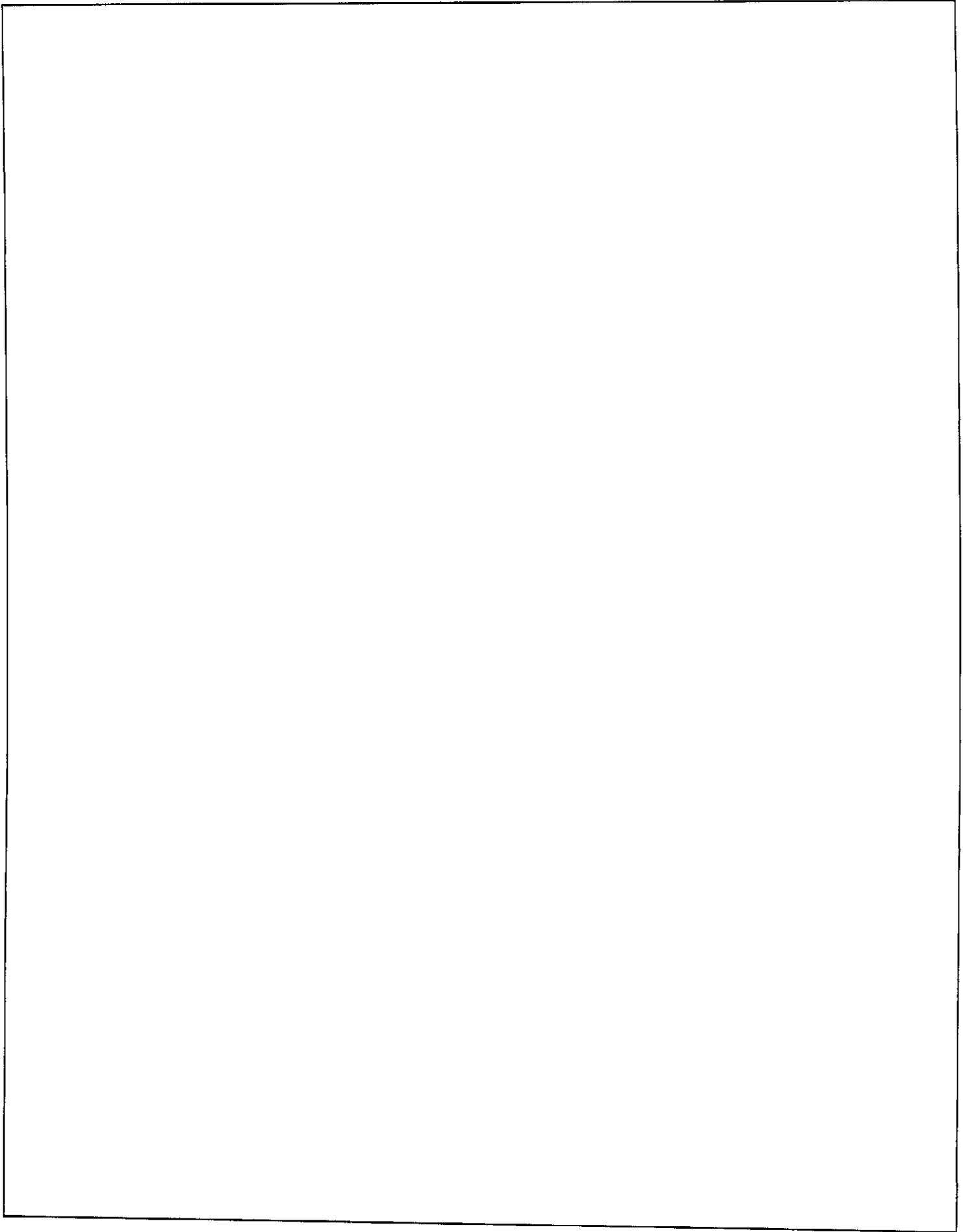
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>2 seater sofa</b>	pc	1	15,000.00		15,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• two seater sofa/couch</li> <li>• brown color</li> <li>• leather material</li> </ul>						
2	<b>curtains 8 panels</b>	panels	8	1,000.00		8,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 8 panels light colored (white sheet)</li> <li>• 8 panels dark colored (tan)</li> <li>• with rings</li> <li>• 53 x 120 inches</li> <li>• floor length</li> <li>• thick material</li> </ul>						
3	<b>executive table</b>	set	1	25,500.00		25,500.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• dimensions; L x1800 mm D x 750 mm Ht.</li> <li>• with built in wire management top cover in silver aluminum finish</li> <li>• metal brackets</li> </ul>						
4	<b>Metal Rack Shelves</b>	unit	4	5,000.00		20,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 5 adjustable shelves</li> <li>• Stainless</li> <li>• Sturdy</li> <li>• Color Gray</li> <li>• size: 100x30x180cm</li> </ul>						
5	<b>office chairs</b>	pcs	4	3,500.00		14,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• wheeled</li> </ul>						

- armed
- high or low back support

6	office cubicles	sets	2	45,000.00		90,000.00
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**Specification:**

- 2400 mm L x 1200 mm D x 1200 Ht.
- Top: 25mm thick board Melamine
- Finish: MFC laminated available in 9 finishes
- Sidings in 2mm PVC edge board
- office partitions in 45mm thick aluminum trims
- (2) 1200mm L x 1200 Ht. in 2 tone thick fabric finish
- (3) 600mm L x 1200 mm Ht. in 2 tone fabric finish





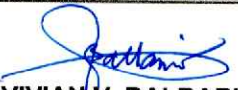

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7	Standard Frameless 10mm Clear Glass Door	unit	1	10,000.00		10,000.00
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<b>Specification:</b> <ul style="list-style-type: none"> <li>10mm Clear Glass</li> <li>T-Bar Handles</li> <li>Glass to Wall Hinges non Lockable 686 x 1981 mm (27" x 78")</li> </ul>						
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	<b>TOTAL</b>					<b>182,500.00</b>
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Purpose: for office use

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Furniture & Fixture <i>on 10/9/24</i>	Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE
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Signature: Printed Name: Designation:	Prepared by:  <b>ANTONIETA CORAZON D. ISRAEL</b>	Noted by:  <b>HAZELLE V. ASALDO</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU
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