



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0566**PR No.: **GF-2024-10-02801**Date: **10-09-2024**Dept./Office: **CAS**Category: **Office Furniture  
& Fixture**Section/End-User: **Clarisa I. Visca**Project Title/Code: **FACULTY OF NATURAL AND  
MATHEMATICAL SCIENCES-2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	1	5,000.00		5,000.00

**Specification:**

Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest footrest



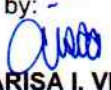


- STABLE & BREATHABLE
- OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.
- ERGONOMIC DESIGN
- The seat height adjust ranges from 16" to 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.
- SOLID & DURABLE
- Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU
- OVERALL DIMENSIONS
- Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)
- Seat height adjust: 16"-20"
- Seat area: 18.5" x 20.5"
- Backrest area: 15 x 27.5"
- Assembly required

2	Office Table	pc	1	4,000.00		4,000.00
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**Specification:**

- **Material:** Laminated Wood
- **Drawers:**
  - One Long Drawer
  - Three Side Drawers

<ul style="list-style-type: none"> <li>◦ Two Top Drawers with Locks</li> <li>• <b>Color Options:</b> Gray, Wenge</li> <li>• <b>Dimensions:</b> At least W22.75? x L47.25? x H29.5?</li> </ul>						
3	Office table, good quality	unit	1	9,500.00		9,500.00
<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> <li>• gage 20 thickness</li> </ul>						
4	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	1	12,000.00		12,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• <b>Type:</b> Display Cabinet, Filing Cabinet</li> <li>• <b>Dimensions:</b> 900 mm (W) x 450 mm (D) x 1850 mm (H)</li> <li>• <b>Finish:</b> Powder coated</li> <li>• <b>Features:</b> Adjustable shelves</li> </ul>						
5	Swivel Chair, high quality	unit	1	8,000.00		8,000.00
<b>Specification:</b>  <i>Minimum Specifications:</i> <ul style="list-style-type: none"> <li>• Dimension (WDH): 650mm x 650mm x 850 mm</li> <li>• Height Adjustable up to: 940 mm</li> <li>• Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support</li> <li>• Seat: Density Mold Foam Cushion Fabric Seat</li> <li>• Armrest: PU Adjustable</li> <li>• With tilting mechanism</li> <li>• Base: Metal Chrome Star Base</li> <li>• Casters: Floor-safe PU Casters</li> <li>• Color: Black</li> <li>• Weight capacity: 110kg</li> </ul>						
<b>TOTAL</b>						<b>38,500.00</b>
Purpose: FOR OFFICE SUPPLIES						

Checked by:  <b>VIVIAN V. BALBARINO</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Furniture & Fixture <i>8/10/21</i>		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  <b>CLARISA I. VISCA</b>	Noted by:  <b>GLENN G. PAJARES</b>	Approved by: <i>for:</i>  <b>PROSE IVY G. YEPES</b>
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU