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PR-2024-1003-227402



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0026**PR No.: **GF-2024-10-02003**Date: **10-03-2024**Dept./Office: **LO**Category: **Office Furniture
& Fixture**Section/End-User: **Grecilda F. Pabroquez**Funding Source: **General Fund - MOOE**Project Title/Code: **OFFICE EQUIPMENT**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lounge Sofa set with center table	set	1	16,400.00	RYSAN C. GUINOCOR	16,400.00

Specification:

?Seat Material: fabric
 ?Frame Material: Wood
 ?Lounge set includes 1 unit 3-seater sofa and 2 units 1-seater sofa
 ?Dimensions - 3-Seater: 175(W) x 76(D) x 82(H) cm
 ?Dimensions - 1-Seater: 74(W) x 76(D) x 82(H) cm
 ?Center Table : wood
 ?CAPACITY: Quality Wood and MDF with classic textured the modern stylish table is sturdy can hold up to 200lbs.
 ?2-tier table with storage shelf
 ?120 by 60cm

2	Office Table with Mobile Pedestal	pc	1	12,500.00	RYSAN C. GUINOCOR	12,500.00
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Specification:

?Executive Desk with metal legs,
 ?Melamine Table Top Finish
 ?Size: 140cm x 70cm x 75cm
 ?with center pen tray
 ?Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table

TOTAL						28,900.00
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Purpose: Office Equipment

Checked by:

[Signature]
VIVIAN V. BALBARINO

TWG - Office Furniture & Fixture

Funds Available:

[Signature]
ALICIA M. FLORES
 HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	GRECILDA F. PABROQUEZ	RYSAN C. GUINOCOR	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU