



PURCHASE REQUEST

Dept./Office: **DVCS**PR #: **GF-2021-03-00073**Date: **03-12-2021**Section/End-User: **Noel C. Bustillo**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **CVM a.III.b.I**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Gang Chair, 4-Seater	sets	1	8,000.00		8,000.00

Specification:

- Steel Gang Chair
- 4 Seater
- Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel
- Perforated Seat and Back
- Color: Black and Silver

2	Office Table	pc	4	4,000.00		16,000.00
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Specification:

- Laminated Wood,
- One Long Drawer with 3 Side Drawers,
- 2 Top Drawers with Locks,
- color: Gray, Wenge,
- Dimension: at least W22.75? x L47.25? x H29.5?

3	Office Table with Mobile Pedestal	pc	1	12,500.00		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**36,500.00**

Purpose: office use

Checked by:

NORMAN O. VILLAS

TWG - Office Furniture & Fixture

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

NOEL C. BUSTILLO

END USER

Noted by:

SANTIAGO T. PEÑA JR.

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU