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PR-2022-0406-26455



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

## PURCHASE REQUEST

Dept./Office: **OHGS**PR No.: **GF-2022-04-00433**Date: **04-06-2022**Section/End-User: **Anacel B. Veruen**Category: **Office Furniture  
& Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **GSO-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Metal filing shelves, open, 4 layers</b>	unit	1	10,000.00		10,000.00
<b>Specification:</b> 185cm (H) x 90cm (W) x 45cm (D), with back and side cover						
2	<b>Office chair, with arm rest</b>	pc	1	5,000.00		5,000.00
<b>Specification:</b> ?at least (580mmx600mx890-990mm) ?Butterfly Mechanism = 360 Degree Swivel Seat ?Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric ?Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric ?Arm: Polypropylene plastic ?Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment						
3	<b>Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)</b>	unit	1	14,999.00		14,999.00
<b>Specification:</b> ?Office Table, 3-drawers side by side, 1 drawer at the center, material: wood						
4	<b>Office table, good quality</b>	unit	1	9,500.00		9,500.00

**Specification:***Minimum Specifications:*

- Pedestal 3-Drawer Cabinet and table in one.
- 2.5 cm thickness of laminated hardwood.
- Steel frame , which is powder Coated preventing it from rusting
- Gage 20 thickness of the steel frame.
- Table comes with a pedestal 3-Drawer Cabinet. central lock, powder Coated. color beige.

## Dimensions of table

- W60cm x L120cm x H 74cm pedestal 3-Drawer
- W40cm x 56cm x H71cm
- gage 20 thickness

5	Senior Executive High back chair	pc	1	6,500.00		6,500.00
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**Specification:**

- ?double-layer cushion with leatherette armrest,
- ?with back-rest reclining adjustment and knee tilt mechanism

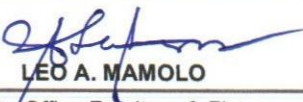

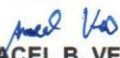


6	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	1	11,000.00		11,000.00
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**Specification:**

- ?size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),
- ? 37KG Pure steel product.
- ?The steel thickness of the file cabinet is 0.7-1.2mm
- ?4 Drawers steel vertical filing cabinet

	<b>TOTAL</b>					<b>56,999.00</b>
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Purpose: Office use

Checked by:  <b>LEO A. MAMOLO</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>ANACEL B. VERUEN</b>	Noted by:  <b>RYSAN C. GUINOCOR</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:	<b>ANACEL B. VERUEN</b>	<b>RYSAN C. GUINOCOR</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>