



GF-2020-10-00473

PPMP #: 46-5-312-2021-7-0-0



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

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 OCT 20 2020  
 BY: *[Signature]*

## PURCHASE REQUEST

Dept./Office: **RCCRDC**PR #: **GF-2020-10-00473 /1331**Date: **10-15-2020**Section/End-User: **Eduardo O. Mangaoang**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **RCCRDC.OC.2021**

| Item #  | Item Description                            | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|---|------|-----|-----------|---------|------------|
| 1   | <b>Gang Chair, 4-Seater</b>                 | sets | 2   | 8,000.00  |         | 16,000.00  |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Steel Gang Chair</li> <li>• 4 Seater</li> <li>• Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel</li> <li>• Perforated Seat and Back</li> <li>• Color: Black and Silver</li> </ul>                    |   |      |     |           |         |            |
| 2   | <b>Metal filing shelves, open, 4 layers</b> | unit | 1   | 10,000.00 |         | 10,000.00  |
| 3   | <b>Office Table with Mobile Pedestal</b>    | pc   | 1   | 12,500.00 |         | 12,500.00  |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Executive Desk with metal legs,</li> <li>• Melamine Table Top Finish</li> <li>• Size: 140cm x 70cm x 75cm</li> <li>• with center pen tray</li> <li>• Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table</li> </ul> |   |      |     |           |         |            |
| 4   | <b>Open Type Filing Cabinet</b>             | pc   | 2   | 8,500.00  |         | 17,000.00  |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• 5 Layer Metal,</li> <li>• Dimensions: W85cmx D40cmxH185cm,</li> <li>• Color: Gray,</li> <li>• Materials: All metal Construction gauge 20</li> </ul>  |   |      |     |           |         |            |
| 5   | <b>Senior Executive High back chair</b>     | pc   | 1   | 10,500.00 |         | 10,500.00  |
| <b>Specification:</b> <p>double-layer cushion with genuine leather armrest,</p> <p>with back-rest reclining adjustment and knee tilt mechanism</p>  |   |      |     |           |         |            |
| 6   | <b>Sofa, 3 Seater</b>                       | unit | 1   | 15,000.00 |         | 15,000.00  |
| <b>Specification:</b>   |   |      |     |           |         |            |

*Rejected*



at least 1.8m

Leather type

Black

|   |  |    |   |           |  |           |
|---|--|----|---|-----------|--|-----------|
| 7 | Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves, | pc | 1 | 10,500.00 |  | 10,500.00 |
|---|--|----|---|-----------|--|-----------|

**Specification:**

Display Cabinet, Filing Cabinet

Dimensions: 900mm x 450mm x 1850mm

Powder coated

Adjustable shelves

|   |                                      |     |   |          |  |           |
|---|--------------------------------------|-----|---|----------|--|-----------|
| 8 | Steel Cabinet, 4 drawers, Dark Green | pcs | 2 | 8,500.00 |  | 17,000.00 |
|---|--------------------------------------|-----|---|----------|--|-----------|

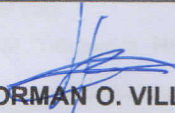


**Specification:**

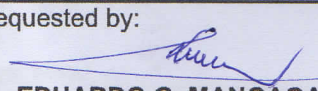
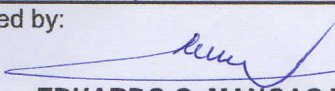
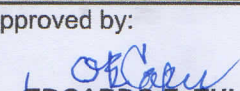



- at least 45.2x 62 x 133.1cm (LWH)
- Vertical
- preferably dark green color

98,500.00

|  |              |  |  |  |  |                   |
|--|--------------|--|--|--|--|-------------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>108,500.00</b> |
|--|--------------|--|--|--|--|-------------------|

Purpose: for office use

|  |  |
|--|--|
| Checked by:  | Funds Available:   |
| <br><b>NORMAN O. VILLAS</b> | <br><b>MYRNA S. PANCITO</b> |
| TWG - Office Furniture & Fixture   | HEAD, BUDGET OFFICE         |

|               |  |   |  |
|---------------|--|---|--|
| Signature:    | Requested by:  | Noted by:   | Approved by:   |
| Printed Name: | <br><b>EDUARDO O. MANGAOANG</b> | <br><b>EDUARDO O. MANGAOANG</b> | <br><b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                        | UNIT HEAD, PROJECT LEADER      | PRESIDENT, VSU              |