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PR-2024-1008-228637



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0018**PR No.: **GF-2024-10-02371**Date: **10-08-2024**Dept./Office: **PO**Category: **Office Furniture
& Fixture**Section/End-User: **Roslyn T. Solano**Funding Source: **General Fund - MOOE**Project Title/Code: **Planning Office Operations - 2025**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|------------------|--------|-----|-----------|---------|------------|
| 1 | Office Chair | pieces | 1 | 5,000.00 | | 5,000.00 |

Specification:

- with arm rest
- 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

| | | | | | | |
|---|-----------------------------------|----|---|-----------|--|-----------|
| 2 | Office Table with Mobile Pedestal | pc | 1 | 12,500.00 | | 12,500.00 |
|---|-----------------------------------|----|---|-----------|--|-----------|

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 | | | | | 17,500.00 |
|--|--------------|--|--|--|--|------------------|

Purpose: Planning Office Operation

| | | | |
|---|---|---|---|
| Checked by: VIVIAN V. BALBARINO | | Funds Available: ALICIA M. FLORES | |
| TWG - Office Furniture & Fixture <i>for 10/8/24</i> | | HEAD, BUDGET OFFICE | |
| Signature: | Prepared by: ROSLYN T. SOLANO | Noted by: TONI MARC L. DARGANTES | Approved by: PROSE IVY G. YEPES |
| Printed Name: | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |
| Designation: | | | |