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PR-2024-0311-184749



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

## PURCHASE REQUEST

PPMP No. : 138-1-2086-2024-1-0-6

PR No.: STF-2024-03-00870

Date: 03-11-2024

Dept./Office: VIHS

Category: Office Furniture  
 & Fixture

Section/End-User: Mark John M. Managbanag

Project Title/Code: VSUIHS Office Equipment

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair with arm rest, durable leather seat	pcs	8	5,000.00		40,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Back Tilt Tension: 90 degrees -180 degrees</li> <li>• Hydraulic: Level 4 100mm SGS Certified</li> <li>• Base Material: Solid Nylon Base</li> <li>• Inner Structure: Sturdy Metal Frame, Padded Soft Sponge</li> <li>• Outer Material: Durable PU Leather, Skin-friendly</li> <li>• Weight Capacity: 140KG</li> <li>• Package Weight: 16.7KG</li> </ul>						
2	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	6	11,000.00		66,000.00
<b>Specification:</b> <p>?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</p>						
3	Venetians Duo Roller Blinds Plain Curtain, 180*160cm	piece	15	1,600.00		24,000.00
<b>Specification:</b> <p>Product details:</p> <ul style="list-style-type: none"> <li>• Venetians Duo Roller Blinds Plain Curtain roler blinds for the living room office home</li> <li>• Size (W*L): 180x160cm</li> <li>• 100% brand new.</li> <li>• Good quality.</li> <li>• DUO ROLER BLINDS (include brackets and screws)</li> <li>• Curtain &amp; Blind Type: Day Curtain/ Blind</li> <li>• Color: White</li> <li>• Environmental protection polyester fabric easy to clean</li> <li>• Please ensure that the blinds are parallel when pulling</li> </ul>						

## NOTE:

If Item size (180\*160cm) is not applicable, we also consider Item size (180\*180cm)

**TOTAL****130,000.00**

Purpose: For office use &amp; repair

Checked by:

  
**LEO A. MAMOLO**

Funds Available:

  
**ALICIA M. FLORES** *9 STF-UP 106*

TWG - Office Furniture &amp; Fixture

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

  
**MARK JOHN M. MANAGBANAG**

Noted by:

  
**SHALOM GRACE C. SUGANO**

UNIT HEAD, PROJECT LEADER

Approved by:

  
*PROF NY G. YEPES*  
**DANIEL LESLIE S. TAN**

PRESIDENT, VSU