



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0687**PR No.: **STF-2024-10-02484**Date: **10-08-2024**Dept./Office: **ULC**Category: **Office Furniture
& Fixture**Section/End-User: **Maegan Lou A. Aruta**Project Title/Code: **ULC-2025-STF-Office Supplies and
Equipment**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clerical table; With center & 3-side drawers, with lock Size: 120cm W x 60cm D x 75 cm H	pcs	1	5,000.00	VICENTE A. GILOS	5,000.00

Specification:

Clerical table; With center & 3-side drawers, with lock Size: 120cm W x 60cm D x 75 cm H

2	L shape sofa set, 4 seater with 1 seat extension plus 2 seater	set	1	38,000.00	VICENTE A. GILOS	38,000.00
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Specification:

- **Type:** L Sofa Set
- **Color:** Grey, Taupe, or Neutral Colors
- **Foam Type:** High-density polyurethane foam; can be wrapped in softer material or cotton for added softness
- **Cushion:** Detachable down cushion
- **Frame Material:** Wood, preferably Mahogany or Narra
- **Included Units:**
 - 1 unit 4-seater sofa with one seat extension
 - 1 unit 2-seater sofa
- **Dimensions:**
 - **4-Seater:** Approximately 375 cm (W) x 90 cm (D) x 86 cm (H)
 - **2-Seater:** Approximately 150 cm (W) x 90 cm (D) x 86 cm (H)
- **Origin:** Locally made

3	L-shape sofa corner with armrest plus center table (8-10 seaters)	unit	2	30,000.00	VICENTE A. GILOS	60,000.00
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Specification:

L-shape sofa corner with armrest plus center table (8-10 seaters)

Fabric: Top grain / microfiber leather or polyester

Frame : Wood

Foam : Latex high density / Medium firm

Color : Beige / Creamy / Light Gray

Size : L 83" W 28.25"

4	L-Shaped Executive Table with drawer, side table, and cabinet	unit	1	27,000.00	VICENTE A. GILOS	27,000.00
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Specification:

built-in drawer size: 120cm (L) x 40cm (D) x 55cm (H)
drawers should have soft-close mechanism
table dimension: 180-200 cm x 80-90 cm x 75-76 cm
HPL laminated
color: black and brown
brand new, good quality

5	Polypropylene Chairs with Steel Legs	piece	100	900.00	VICENTE A. GILOS	90,000.00
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Specification:

Polypropylene Chairs with Steel Legs: yellow and green, 500*470*820mm, plastic and iron.

6	Steel Book Shelves	unit	50	12,800.00	VICENTE A. GILOS	640,000.00
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Specification:

Steel Book Shelves

Specifications:

Dimensions: 183 cm (height) x 90 to 92 cm (width) x 30 to 32 cm (depth)

Material: Steel

Color: Cream or off-white

Slotted Angle Bars:

Thickness: 1.8 mm

Size: 35 mm x 35 mm

Shelves:

Material: 1.8 mm thick steel plates

Rack Type: Steel plates in each layer

Assembly:

Includes free bolts and nuts for connecting all slotted angle bars

Includes 16 free corner plates

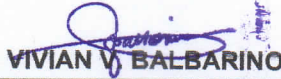

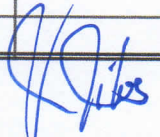
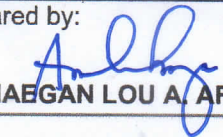
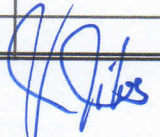
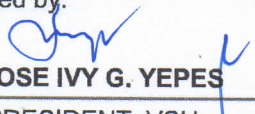
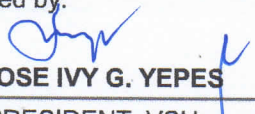
Each shelf has four footers

Compatibility: Can be connected to existing shelves

Distance in each layer: 45 cm; 40 cm; 40 cm; 40 cm (floor to 1st level = 16 cm.)

7	Student Tables for Smart Classroom	unit	10	7,500.00	VICENTE A. GILOS	75,000.00
Specification: <ul style="list-style-type: none"> • Dimensions: 120 cm (Width) x 60 cm (Depth) x 75 cm (Height) • Tabletop: 18 mm thick MDF board with UV painting finish • Legs: 40 x 20 mm metal tubes with powder-coated finish 						
8	Window Blinds, 100x180 cm, Polyester + Aluminum, dark grey	piece	4	2,500.00	VICENTE A. GILOS	10,000.00
Specification: Window Blinds, 100x180 cm, Polyester + Aluminum, dark grey						
9	Window Blinds, 120x180 cm, Polyester + Aluminum, dark grey	piece	3	3,195.00	VICENTE A. GILOS	9,585.00
Specification: Window Blinds, 120x180 cm, Polyester + Aluminum, dark grey						
10	Window Blinds, 160x180 cm, Polyester + Aluminum, dark grey	piece	2	4,130.00	VICENTE A. GILOS	8,260.00
Specification: Window Blinds, 160x180 cm, Polyester + Aluminum, dark grey						
11	Window blinds, Blackout Roller Shades 100x200 cm	piece	6	1,340.00	VICENTE A. GILOS	8,040.00
Specification: Window blinds, Blackout Roller Shades 100x200 cm						
12	Window blinds, Blackout Roller Shades 120x190 cm	piece	2	1,500.00	VICENTE A. GILOS	3,000.00
Specification: Window blinds, Blackout Roller Shades 120x190 cm						
TOTAL						973,885.00

Purpose: ULC-2025-STF-Office Supplies and Equipment

Checked by:  VIVIAN V. BALBARINO			Funds Available:  ALICIA M. FLORES		
TWG - Office Furniture & Fixture <i>10/11/24</i>			 VICENTE A. GILOS		
Prepared by:  MAEGAN LOU A. ARUTA			Noted by:  VICENTE A. GILOS		
Signature:  Printed Name: PROSE IVY G. YEPES Designation: PRESIDENT, VSU			Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU		