



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

PURCHASE REQUEST

RECEIVED
OCT 29 2020

PR #: GF-2020-10-00473 1/33 BY: ----- Date: 10-15-2020

Category: **Office Furniture & Fixture**

Project Title/Code: **RCCRDC.OC.2021**

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

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

93,500.00

	TOTAL					108,500.00
--	--------------	--	--	--	--	-------------------

Purpose: for office use

Checked by:

NORMAN O. VILLAS

TWG - Office Furniture & Fixture

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	EDUARDO O. MANGAOANG	EDUARDO O. MANGAOANG	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU