

PURCHASE REQUEST
DEPARTMENT OF FOREIGN AFFAIRS
 Agency

Department CO Bacolod PR No.: 2020-11-007 Date: 03 Dec 2020
 Section Property SAI No.: Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Furniture & Fixture			
1	unit	EXECUTIVE CHAIR with backrest & arms Dimensions: 780x250x575mm Color: Black Materials: Metal frame covered with leather	1		
2	unit	OFFICE CHAIR with arms & wheels (swivel back) Dimensions: 580 x 520 x 150 mm Color: Black Materials: Metal Frame covered with fabric	4		
3	unit	OFFICE CHAIR without arms & wheels Dimensions: 580 x 520 x 150 mm Color: Black Materials: Metal Frame covered with fabric	2		
4	unit	STEEL CABINET, 2 door with shelves Dimensions: 850 x 400 x 1850mm	1		
		Other Supplies and materials			
5	box	SURGICAL GLOVES, 100pcs/ box	2		
6	unit	ALCOHOL, Ethyl, 1 gallon	22		
7	unit	Tornado/Spin mop	2		
8	unit	VACUUM CLEANER, wet & dry, 20L capacity Material: stainless steel	1		
9	unit	EMERGENCY LIGHTS, wall mounted, rechargeable LED	3		
		Communication Equipment			
10	unit	TELEVISION SET, 32", full LED HD TV	1		
11	unit	SPEAKER SYSTEM w/microphone, trolley, Frequency response: 50Hz - 20kHz Power: 400w	1		
12	unit	CELLULAR PHONE, 32GB, Android Battery: 6000mAH Dual SIM, GSM+GSM	1		
		Office equipment (semi-expendable)			

13	unit	Microwave convection oven Capacity: 28L Dimensions: 517.0 x 310.0 x 474.8 mm	1		
14	unit	Refrigerator 3.5 cubic, double door Dimensions: 85 x 47.5 x 50.5 cm	1		
15	unit	Air purifier with HEPA filter, 23 sq.m Dimensions: 50 x 15 x 42 cm	2		
16	unit	PAPER SHREDDER, Size:355mm x 230mm x 450mm (WDH) Weight: 5.4 kgs.	1		
17	unit	UV MONEY DETECTOR, dimension: 183 x 100 x 100 mm	3		
		ICT equipment			
18	unit	UPS, 650va	8		
19	unit	SCANNER FLAT BED, 2,400 x 2,400 dpi, 48 bit input/output	1		
			TOTAL		P 156,500.00

Purpose: For the official use of the Consular Office for its operation

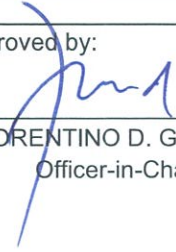
Signature:

Printed Name

Designation:


DENISE ALEXANDRE E. DOMINGO
Property Officer

Approved by:


FLORENTINO D. GRANADA
Officer-in-Charge