



Consular Office-Cebu

PURCHASE REQUEST

Department: Administrative
 Section: Property



PR No.: 20-10-18 Date : 13 Oct 2020
 SAI No.: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Office Supplies:					
1	ream	Bondpaper, A4 size	60		
2	ream	Bondpaper, Long size, 8x13	55		
3	roll	Tape, Transparent 2"	20		
4	roll	Tape, Transparent 1"	20		
5	pc	Glue, 130g	20		
6	book	Record book, 500pages	20		
7	pc	Highlighter, assorted	30		
8	pc	Envelope, Expanding, for legal size doc	100		
9	box	Sign pen, black	5		
10	box	Sign pen, blue	5		
11	pc	Folder, pressboard, long size	200		
12	box	Mailing envelope, white	2		
13	pc	Correction tape, refill	30		
14	pc	Chipboard no. 120	300		
15	roll	Tape, Packaging 2"	30		
16	pack	Daily Time Record (DTR)	10		
17	pc	Toner for HP Laserjet Pro M102A printer	5		
18	pc	Printer Drum for HP Laserjet Pro M102A printer	1		
19	pc	Flashdrive, 32GB	10		
Furniture & Fixtture:					
20	pc	Steel Filing Cabinet, 4 drawers, size:46cmx62cm133.1cm, color: light gray	1		
21	pc	Shelves, Boltless Metal rack with 6 adjustable shelves, size: 200cm(H)x91.5cm(W)x45.7cm(D)	1		
22	pc	Executive Chair, Mid-back executive chair PVC black with nylon arm rest & nylon base with caster	2		
23	pc	Cabinet, metal cabinet with glass sliding door with lock & with4 adjustable shelves, size:120cm(H)x90cm(W)x40cm(D)	1		
24	pc	Cabinet, low metal cabinet with glass sliding door with lock & with 2 adjustable shelves, size: 120cm(H)x90cm(W)x40cm(D)	1		
25	pc	Table, Clerical table, color: gray, size:120cmx60cmx75cm	1		
26	pc	White Board, reversible with stand and caster, size:200cmx100cmx200cm	1		
ICT Office Supplies:					
27	pc	Extension Cord, 6-gang with individual switches, (1.83 meters), 2500w	3		
28	set	Operating System Software: latest proprietary operating system (professional) 64-bit with latest and compatible productivity software	1		
29	pc	Webcam, High HD 720P 1280x720pixels, USB type, built in mic	2		
30	pc	Headphone, plug & play USB, digital stereo, flexible, rotating, noise cancelling microphone boom, lightweight design	2		
31	pc	External Hard Drive,Slim, 1TB	4		

		ICT Equipment:			
32	unit	UPS, 650 VA	10		
		Other Supplies & Materials:			
33	gal.	Alcohol, 70% isopropyl	65		
34	gal.	Disinfectant solution	30		
35	box	Face mask, Surgical, 50pcs/box	70		
36	unit	Coffee Maker, 220v/60Hz, auto drip, 4-6 cups, removable filter, basket, 450w	1		
				TOTAL	321,000.00

Purpose:

For the official use of the Consular Office for its operations

Signature Printed Name: Designation:	Requested by :  ABITO A. ABELLANA Property Officer	Approved by:  ZENIA MADONNA A.M. CLEMENTE Head of Consular Office
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