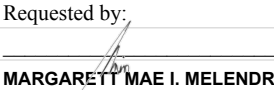
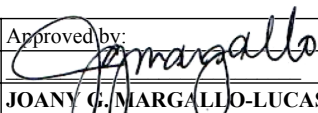


PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS			Fund Cluster: Regular Agency - 101101		
Office/Section : CO TAGUM		PR No.: 2020-11-012		Date: NOV 12 2020	
Responsibility Center Code : _____					
Stock/ Property No	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	Free standing Water Dispenser With Spacious Cabinet 3 options: Hot, Cold, and Warm Child Safety Lock protector – for hot water switch. Compressor Cooling Stainless Steel Hot Water Tank Color: White/Black Dimension (h:w:d) 101 : 32 : 37 cm	1		
	piece	Executive Chair: (swivel-chair, with arm rest) Materials: Metal frame covered with leather Dimension: W43 × D50 × H100cm Color: black	7		
	piece	Folding Rectangle Table: materials- plastic top and metal legs; dimension: 243,8 cm L x 76,2 cm W x 73,7 cm H; color - grey	1		
	piece	paper shredder (cross-cut): Shred capacity - A4 (70g) 8 sheets paper 1 CD 1 Card; Entry width - 220mm; Dimension(mm) \ Net weight - 350x260x565 \ 9.0kg; color - black	1		
	piece	stand fan: SOLID BASE PUSH BUTTONS; plastic blade; 3 speed push button; Adjustable height, Extra steady base; Tilting head with oscillation; height: 16 inches	4		
	piece	portable air cooler: 5 Liters Water Tank Ice Chamber 120° Wide angle airflow dimension 15 Hours Timer Infrared Remote Control Power: 110w Voltage: 220v Frequency: 60Hz Dimension (WxDxH): 438X407X834 (mm); Area 4-10 sm Color: Black	4		
	piece	Steel Cabinet vertical 4 drawers; powder coated; capacity: 10 kilos per drawer; dimension: 45.6 : 65.2 : 133.1 cm; color: grey, beige, black	9		
				TOTAL	170, 358
Purpose: <u>For office operation</u>					
Requested by:		Approved by:			
Signature :					
Printed Name :	MARGARETT MAE I. MELENDRES	JOANY G. MARGALLO-LUCAS			
Designation :	Property Officer	Officer-in-Charge			