



PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department DFA Lipa City PR No.: PR 2021-10-001 DATE: 25 October 2021

Section Property Section SAI No.: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
SEMI-EXPENDABLE OFFICE EQUIPMENT					
	unit	Safety Vault Outside mm 695 (h) x 500 (w) x 500 (d) • Electronic Digital Lock with Key Lock • Weight (kgs): 36 • Drawer / Shelf (PC): 1 / 1	1		
	unit	Laminating Machine Size: A3 Attr: Hot and Cold Laminator Max Laminating Width: 230mm Lamination Pouch Thickness: 75-125 mic Warm-up: 3-5 minutes	1		
SEMI-EXPENDABLE ICT EQUIPMENT					
	unit	Laptop Computer 11.6-inch display @1366 x 768 Intel Celeron N4000 processor (up to 2.60GHz) 2GB DDR4 RAM 500GB HDD Windows 10 Wi-Fi 802.11ac	1		
SEMI-EXPENDABLE COMMUNICATION EQUIPMENT					
	unit	Speaker System Portable Amplifier with Speaker, Wireless Handheld Mic, Wireless Headset or Lapel Mic, FM, USB, SD, Dual Power AC 220V, DC 12V	1		
SEMI-EXPENDABLE FURNITURES AND FIXTURES					
	unit	Filing Cabinet 4-Drawer Vertical Filing Cabinet with Anti-Tilt Lock Mechanism/ KD With Steel Handle Lock Compatible with A4, FC, letter and legal size files Dimensions: 46(W)x62(D)x134(H)cm Weight: 43kgs	2		
	pc	Office Chairs Hi-Back with adjustable head rest; Material a combination of mesh and fabric f Metal and PU nylon arm rests Aluminum base Adjustable seat height With tilt mechanism 360-degree swivel function Dimensions: 61(W) x 58(D) x 109-123(H) cm Weight: 15kgs	4		
		PAGE 1 OF 1			86,979.64

Purpose: Cost of various office supplies and equipment for official use of DFA CO LIPA City

Signature	Requested By:  ALFONSO FIDEL D. LUNA Property Officer	Approved by:  JOSE CHRISTIAN C. PALILLO Head of Consular Office
Printed Name:		
Designation:		