



Consular Office-Cebu
PURCHASE REQUEST

Department: **Administrative**

PR No.: **21-10-21** **Date : 25 October 2021**

Section: **Property**

SAI No.: _____ **Date:** _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Office Equipment:					
1	unit	Stand Fan, Plastic Blade	2		
2	unit	Steel Filing Cabinet, 4 drawers, size: 46cm x 62cm x 133.1 cm, color: light ray	3		
3	unit	Paper Cutter, size: B4	1		
4	unit	Laminating Machine	1		
Furnitures & Fixture:					
5	unit	Shelves, Boltless Metal rack with 6 adjustable shelves, size: 200cm (H) x 91.5 cm (W) x 45.7 cm	3		
6	unit	Office Bookcase, 3 tier, Low Wide	2		
7	unit	Office Bookcase, 4 tier, Low Wide	2		
8	unit	Office Table with drawers	1		
9	pc	Wall Clock	4		
ICT Equipment (Semi-Expendables):					
10	unit	3-in-1 Mono Laser Printer	2		
11	unit	3-in-1 Colored Printer	1		
12	unit	Desktop System Unit (only) / 2.5 GHz Quad-Core Processor / 8 GB RAM / 500 GB ROM	4		
13	unit	Monitor, 19" LED	4		
14	unit	Automatic Voltage Refulator (SVC-2000VA)	1		
15	unit	Netbook (below Php 15,000)	2		
ICT Office Supplies:					
16	pc	WIFI Dongle, 300 mbps	6		
17	pc	Microsoft Office 2019 Professional Lifetime License good for 5 PCs. Note: Brand names are mentioned for the compatibility and interoperability with the other existing software system and equipment used in the CO	1		
18	pc	External Hard Drive, slim 1TB	4		
Communication Miscellaneous (Semi-Expendables):					
19	unit	Corded Landline Telephone	3		
20	pc	Phone line cable, 3 meters	3		
21	unit	Digital Camera for Documentation (Photographic Equipment), (below Php 15,000)	1		
22	unit	Projector , (below Php 15,000)	1		
23	unit	2 Way Radio	2		
Medical Equipment:					
24	unit	Blood Pressure Monitor	1		
25	unit	Oximeter	1		
26	unit	Wheel Chair	1		

Disaster Response and Rescue Equipment:				
		First Aid Kit/box, (with Adhesive Bandages, Antiseptic Creams and Lotion, Muscle Creams & Spray, Tweers, Sterile Gauze and Tape, Pain Relievers, Antihistamines, Fungal Medicines, Nail Clippers, Thermometer and Fever Medication)		
27	box		7	
28	pc	Flash light	5	
29	pc	Safety Helmet	50	
30	unit	Foldable Strecher	1	
			Total	445,000.00

Purpose:
Official use

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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