

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department : Office of Consular Affairs PR No. 2021-10-0002 Date: 27 Oct 2021

Section : Consular Office Cagayan de Oro SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Acrylic Table Shield 112x76 in	8		
		Acrylic Table Shield 116x76 in	2		
		Acrylic Table Shield 280x165.5x61 in	1		
		Acrylic DFA Seal 2 ft	2		
		Acrylic Display Board 2x3 ft	1		
		Acrylic Display Board 4x8 ft	1		

TOTAL Fifty-Eight Thousand Pesos Only Php **58,000.00**

Purpose :

Procurement of Various Acrylic Barriers in the Public Information Section and Encoding Section;
and procurement of various acrylic fixtures for the new office.

Checked by:

Requested By:

Approved by:

Signature:

Printed Name :

Designation :


FATMA AISHA S. TAMANO
Acting Property Officer


JOSEPH MICHAEL C. LAGUE
Administrative Officer


SHAMINA D. SAIDAMEN
Acting Head of Consular Office

Technical Specifications

Terms of Reference for the Procurement of Various Semi-expendable Furniture and Fixture
for the Consular Office of Cagayan de Oro

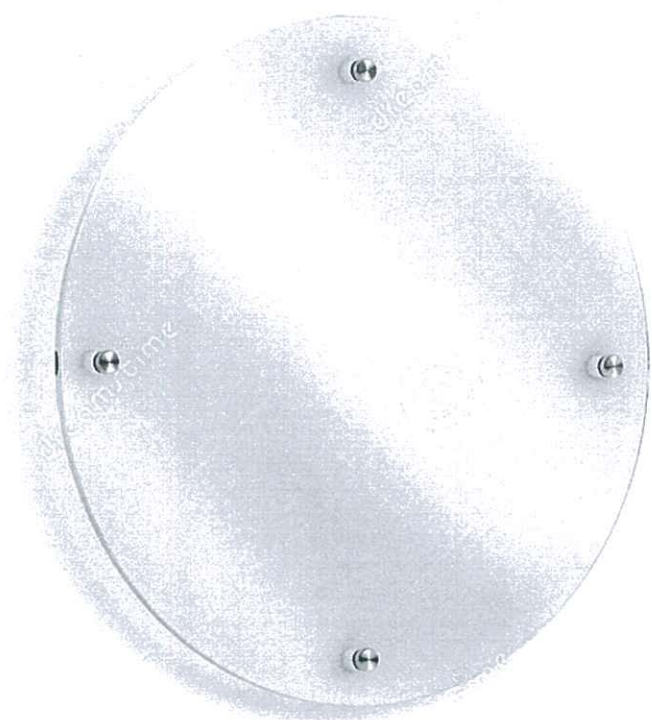
- Contractor must submit a detailed proposal for the project.
- The project is inclusive of supply, delivery and installation of enumerated acrylic fixtures in the attached Purchase Request.
- Contractor shall ensure that fixtures are firmly and strongly built.
- Installation should be done during weekends only at Consular Office Cagayan de Oro, Department of Foreign Affairs, 5th Floor BPO Tower, SM CDO Downtown Premier, Claro M. Recto Avenue corner Osmeña Street Cagayan de Oro City.
- Amount shall be in Philippine Peso and inclusive of taxes. Terms of Payment shall be through Send-Bill Arrangement. Payment shall be made within 60 days upon the submission of complete documentary requirements.



TABUE SKIELD



DISPLAY BOARD



FOR THE
LOGO