

**PURCHASE REQUEST**

Department of Foreign Affairs  
Agency

Department : Office of Consular Affairs PR No. 2021-06-008 Date: 16 June 2021

Section : Consular Office Dumaguete SAI No. \_\_\_\_\_ Date : \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	CLERICAL CHAIR / OFFICE SWIVEL CHAIR Color: Black 300mm Chrome Base Tilt Tension Mechanism PP Armrest Fabric Cover 63cm(W),*65cm(D)*93-103cm(H)	5		
2	unit	JR. EXECUTIVE CHAIR Color: Black 350mm Chrome Base Butterfly Mechanism PP Armrest PVC(Leather) Cover 67cm(W),*65cm(D)*108-118cm(H)	2		
3	unit	SR. EXECUTIVE CHAIR Color: Black 350mm Chrome Base Airplane Mechanism Chrome Armrest PVC(Leather) Cover 59cm(W),*58cm(D)*89-101cm(H)	1		
4	unit	TELLER STOOL / HIGH CHAIR, SWIVEL TYPE Color: Black 250mm Chrome Base Common Mechanism PP Armrest PVC Cover 50cm(W),*10cm(D)*46cm(H)	3		
5	unit	MOBILE PEDESTAL, THREE (3) DRAWERS W/LOCK Color: Gray Centralize Lock 40cm(w)*49cm(H)*63cm(D)	5		
		<b>Total</b>			<b>₱57,000.00</b>

Purpose: Procurement of Furniture and Fixtures.

Signature

Requested By:



Printed Name :

**JOSELITO B. BLAS**

Designation :

Head of Consular Office