

## PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department: OFFICE OF THE SECRETARY

PR No. :

03 05023

Section : COORDINATION

SAI No.:

20 MAR 2023

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	unit	<b>Laminating machine</b> Heavy duty; hot and cold laminating mode; overheat protection; automatic sleep; with convenient handles; voltage protection circuit; digital LCD screen control panel; 250 microns maximum film thickness; 13" laminating length; forward and reverse switch; professional grade motor	1		
	unit	<b>Paper trimmer/cutter</b> Cuts up to 10 sheets of paper (80 gsm) at a time; encapsulated cartridges; aluminum cutting bed; with paper clamp; with cutting guides; includes at least 4 types of blades: straight, wavy, perforated and fold	2		
	unit	<b>Paper shredder</b> 15Liter capacity; sharp steel knife; shreddible paper with staples; overheating protection; able to shred at least 8 sheets of A4 paper at a time; 2m/min shredding speed; flame retardant material; with transparent display window; black color	3		
	unit	<b>Portable airconditioner</b> 1.5HP with HEPA, Bio and High Density filters; inverter grade; energy efficient compressor; remote control; external exhaust pipe; roller feet	3		
	unit	<b>Electric kettle</b> 1.8 L capacity, 360 degrees rotary base; with high borosilicate glass body; Led light indicator when boiling; concealed stainless steel heating element; automatic one button cover starter; boiling dry protection; auto shut off	1		
	unit	<b>Microwave oven</b> 25 liter-capacity; digital control; at least 7 power levels; auto cook functions; defrost function; grill function; 900 watts	1		
ABC					

Php 90,000.00

Purpose: For the official use of the Office of the Secretary, chargeable against the MOOE-Func of OSEC for Semi Expendable - Office Equipment

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	 <b>AUREALINDA G. ACOSTA-CAPILI</b> Property Officer	 <b>MA. REMEDIOS R. DOMINGO</b> Administrative Officer