

PURCHASE REQUEST

Department of Foreign Affairs

Agency

20 MAR 2023

Department: DFA-HRMO

PR No: **03-08423**



Section: _____

SAI No.: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pc	Procurement of Heavy Duty Paper Shredder	2	P 49,000.00	P 98,000.00
ABC =PHP 98,000.00 inclusive applicable taxes and other lawful charges.					
Specification:					
No Oil Needed (Oil Free) for Shredder Lubrication					
Heavy Duty and Durable paper shredder with steel cutting rollers that has a powerful motor can accommodate mass shredding					
Integrated light barrier for automatic start and stop					
Auto stop and stop auto reverse					
Automatic motor cut-out					
Power saving mode					
Extremely quite operation					
High-quality wooden cabinet					
Wide opening doors					
Convenient swivel caster					
IEC power connector					
Entry width at least 260mm					
Min. dimensions: HxWxD (865mm x 545mm x 435mm)					

Reference No. 14-02-HRMO-23

Purpose: To be used by HRMO's various divisions for shredding confidential and other sensitive documents.

Requested by:	Approved by:
 Michael D. Salazar	 CHRISTOPHER B. MONTERO
Printed Name:	
Designation	
Administrative / Property Officer	Head of Office/ Assistant Secretary-HRMO

