

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

25 JUL 2023



07-04123

Agency
 Department: OFFICE OF THE SECRETARY
 Section: COORDINATION

PR No.:
 SAI No.:

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Executive Chair	8		Php80,000.00
		Color: black			
		High back			
		Heavy duty			
		High quality and durable			
		Ergonomic			
		Pre-manufactured			
		Mesh seat and back			
		Adjustable headrest and armrest			
		Titling backrest and lifting mechanism			
		Aluminum or steel base with caster			
	pc	Mobile pedestal filing cabinet steel	8		Php35,000.00
		With 3 Drawers including 1 Central Lock, 1 Pen Tray and 1 File Divider			
		5 Swivel Castors built for ease on mobility			
		Material: Powder-coated steel			
		Color: Gray			
		Dimensions: 40(W) x 56.5(D) x 65.5(H) cm			
		Weight: 14kgs			
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
					Php115,000.00

Purpose: For the official use of the Office of the Secretary, chargeable against the 2023 MOOE-Fund of OSEC for semi expendable-furniture and fixtures.

RECEIVED BY: _____ Printed Name	REQUESTED BY:  LAUREL B. DELA CRUZ Property Officer	APPROVED BY:  MA. REMEDIOS R. DOMINGO Administrative Officer
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