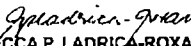


PURCHASE REQUEST					
Department of Foreign Affairs					
Agency					
Department : <u>Office of Consular Affairs</u>			PR No. CAL-PR-2023-03 Date: 10/18/23		
Section : <u>Consular Office Calasiao</u>			SAI No. _____ Date : __		
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Steel filing cabinet, vertical, 4-drawer, with lock, can fit long folder, dimensions: Length:458mm Width: 620mm Height: 1380mm	1		
	unit	Steel filing cabinet, vertical, 2-drawer, with lock, can fit long folder, dimensions: Length: 458mm Width: 620mm Height: 750mm	3		
	unit	FC-A18 steel cabinet, with 2 swing doors and lock, dimensions: Length:900mm Width: 400mm Height: 1850mm	1		
	unit	Office Chair, Secretarial chair Adjustable seat height Polyurethane Casters; Gas Lift; 360-degree swivel function Star base for stability Dimensions: 40(W) x 46.5(D) x 64-76(H) cm Color: Black	5		
	unit	Office Table, Top Panel: 25 mm MFC board with PVC banding Side Panels: 18 mm MFC board with PVC banding Comes with 2 wire management holes With leveling glides to keep it steady Dimensions: 120 (W) x 60(D) x 75(H) cm Color: Beech/Dark Grey	2		
	unit	Office Chair: Manager's Chair, High quality mesh with lumbar support Nylon back frame and armrest Adjustable seat height With tilt mechanism 360-degree swivel function Color: Black Dimensions: 56(W) x 59(D) x 95(H) cm Weight: 17kgs	1		
	unit	Staff Chair Seat Material: Fabric Back Rest Material: Mesh With comfortable armrests Adjustable seat height 360-degree swivel function Star base for stability Color: Blue Dimensions: 56(W) x 53(D) x 90(H) cm Weight: 10kgs Color: Black Weight capacity: 110kg	5		
			<b>Total</b>		<b>P86,700.00</b>
Purpose : For safekeeping of passports, important documents and files of CO Calasiao;					
Office chairs to provide employees comfort while sitting in a long period of time; Office tables to increase productivity. (Chargeable against CO Calasiao MOOE for FY 2023 )					
Signature	Requested By:				
Printed Name :	 REBECCA P. LADRICE-ROXAS				
Designation :	Head of Consular Office				