



PURCHASE REQUEST

Department of Foreign Affairs

Agency

30-OCT-2024

10-12124

Department OFFICE OF CONSULAR AFFAIRS (OCA)

PR No.:

Date:

Section AUTHENTICATION

SAI No.:

Date:

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	pc	Double swing door metal cabinet, locker storage - 72" H x 36.5" L x 18.5" H - Adjustable Shelves	8		
	pc	Wooden Magazine Rack Note: books/magazines should displayed standing - Color: Brown - Max Height: 50 cm - Max Width: 80 cm - Max Diameter: 25 cm	1		
	pc	Mobile Pedestal Cabinet - Size: 40 (W) x 56.5 (D) x 65.5 (H) cm - Color: Gray - Material: Powder-coated steel - Features: with 3 drawers including 1 central lock, 360 degrees rotating casters	5		
	pc	Vertical 4-drawer cabinet - Size: 46 (W) x 62 (D) x 134 (H) cm - Color: Gray - Material: Powder-coated steel - Features: 4-drawer vertical filing cabinet with anti-tilt lock mechanism compatible with A4, FC, Letter and Legal sized files	3		
	pc	Swivel Chairs Category Color: Black Features: High back, with armrest, adjustable seat height & swivel 360 degrees	12		
				TOTAL	P 316,000.00

Purpose: For replacement of various unserviceable semi-expendable equipment, storage of MRV stickers and to be used for the establishment of GAD Corner at OCA.

Signature Requested By: 
Printed Name: **ADELIO ANGELITO S. CRUZ**
Designation: Assistant Secretary
24/10/24