PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department Office of Asset Management and Support Services OAMSS **PR No.:** 12-00424 **Date** 05 DEC 2024

Section Engineering and Maintenance Division **SAI No.:** **Date**

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
1	unit	3-Seater Sofa Chair 1 - Regular	2	₱30,000.00	₱ 60,000.00
1	unit	2-Seater Sofa Chair 1 - Regular	10	₱20,000.00	₱ 200,000.00
1	unit	1-Seater Sofa Chair 1 - Regular	24	₱10,000.00	₱ 240,000.00
1	unit	Coffee Table 1 - Regular	7	₱5,000.00	₱ 35,000.00
1	unit	Bean bags	5	₱3,000.00	₱ 15,000.00
1	unit	3-Seater Sofa Chair 2 - Executive	3	₱40,000.00	₱ 120,000.00
1	unit	2-Seater Sofa Chair 2 - Executive	3	₱25,000.00	₱ 75,000.00
1	unit	1-Seater Sofa Chair 2 - Executive	10	₱20,000.00	₱ 200,000.00
1	unit	Coffee Table 2 - Executive	5	₱10,000.00	₱ 50,000.00
		xxxxxxxxxxxxxxxxxxxxxxxxxx			
		TOTAL COST			**Php 995,000.00**

Purpose: **To procure sofa sets for use by the Department at the temporary office.**

Requested By:

Signature

Printed Name: **MARIA PAZ G. CORTES**

Designation: Acting Head of Office