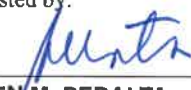



## PURCHASE REQUEST

Entity Name: Department of Foreign Affairs (DFA)

Fund Cluster: \_\_\_\_\_

Office/Section: <u>OCA-ASEANA</u> <u>Finance and Administrative</u> <u>Division</u>		PR No.: <u>2025 . 04 . 0233</u> Responsibility Center Code : _____		Date: <u>25 APR 2025</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	<b>Heavy Duty Shredder</b>  Capacity: Auto-feed up to 300 sheets, manual feed 9–11 sheets Cut Type: Cross-cut, 3/16" x 5/8" (P-4 security level) Shreds: Paper, staples, paper clips, credit cards, CDs/DVDs Bin Capacity: 11 gallons (40 liters) Features: Oil-free, jam protection, continuous run, quiet (60 dB) Size & Weight: 27.5" x 14" x 16", ~41 lbs (18.6 kg) Extras: User-friendly panel, swivel casters, auto shut-off for safety	2		
	Unit	<b>Heavy Duty Laminator</b>  Max Width: 13 inches (A3 size) Rollers: 4 rollers for smooth lamination Laminating Modes: Hot & cold Preheat Time: 4–5 minutes Max Thickness: Up to 1 mm Speed: 0.5 meters/minute Temperature: 80°C–180°C (adjustable) Functions: Forward, reverse, anti-jam Power: 220V, 420W Dimensions: 510 x 195 x 110 mm Weight: 6.5 kg	2		
*****					
				<b>TOTAL:</b>	<b>113,300.00</b>
Purpose: <u>For the official use of the Office of Consular Affairs for CY 2025</u>					
Requested by:			Approved by:		
Signature : 			Signature : 		
Printed Name : <u>EILEEN M. PERALTA</u>			Printed Name : <u>MA. ANTONINA M. MENDOZA-OBLENA</u>		
Designation : <u>Acting Property Officer</u>			Designation : <u>Assistant Secretary</u>		