



DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City, Metro Manila

PURCHASE REQUEST

2025.07.0583

Department: The Undersecretary for Administration



P.R. No. _____ Date: 14 July 2025

Section: _____

P.R. No. _____

STOCK NO.	UNIT	PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
2	UNIT	Heavy Duty Shredder Auto Feed capable (150 sheets or more) Manual Feed capable (15 sheets or more) 32L - 50 L Bin Capacity Operating time: 60 mins continuous Shred type: Crosscut / Micro cut Security Level 4 WITH WARRANTY xxxxx nothing follows xxxxx	4		
				Total ABC	Php 85,000

Purpose: For the official use of UA office. **Note** : Unit price for each item should not to exceed Php49,999.00

Requested by:	Approved by:
Signature: 	
Printed Name: <u>LOREEN P. BASTAN</u>	<u>MA. JOSEFA L. VILLENA</u>
Designation: Acting Property Officer	Administrative Officer