



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

7th Floor, Tower 1
DoubleDragon Plaza
DoubleDragon Meridian Park
Macapagal Avenue corner
EDSA Extension Bay Area
Pasay City 1302

(+632) 8249 5900 ext. 722
tez.secretariat@tieza.gov.ph
tez.secretariat@gmail.com
www.tieza.gov.ph

Request Date: _____

B.R. No: _____

Date: _____

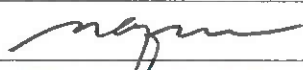
REQUEST FOR BUDGET REALIGNMENT

Department / Unit	TERD
Budget Year	2021

FROM		TO	
Budgetary Account	Amount	Budgetary Account	Amount
Air Purifier	7,000.00	Water Dispenser	5,000.00
Paper Shredder	1,000.00	Microwave Oven	2,000.00
TOTAL	8,000.00		8,000.00

Justification

To realign TERD EO Budget for procurement of water dispenser and microwave oven

	Requested by:	Approved by:
Signature:		
Name:	Atty. Niño Ruperto F. Aquino	Atty. Karen Mae G. Sarinas-Baydo
Designation:	Manager, TERD	ACOO, TEZM Sector

Prepared by: Edgardo H. Lorico III

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)
SCHEDULE OF EQUIPMENT OUTLAY (EO)
CALENDAR YEAR 2021

DESCRIPTION OF EQUIPMENT	QTY	UNIT COST	AMOUNT
TEZ REGULATION DEPARTMENT			
Information Technology			
Plotter Printer	1	250,000.00	250,000.00
Computer Softwares	10	50,000.00	500,000.00
			<u>750,000.00</u>
Other Machineries & Equipment			
Camera DSLR Mirrorless	1	35,000.00	35,000.00
Projector	1	50,000.00	50,000.00
Paper Shredder (heavy duty)	1	30,000.00	30,000.00
Air Purifier (heavy duty)	1	35,000.00	35,000.00
			<u>150,000.00</u>
Furniture & Fixtures			
Couch	1	100,000.00	100,000.00
Conference Table	1	150,000.00	150,000.00
			<u>250,000.00</u>
Total TEZ Regulation Department			<u>1,150,000.00</u>



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Infrastructure & Enterprise Zone Authority
General Services Division
Records Section

DEC 22 2020

RECEIVED

By: *[Signature]*

Annex A-4

PURCHASE REQUEST

Department: _____

P.R. No.: _____

Division: _____

Date: _____

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
	unit	PLASMACLUSTER AIR PURIFIER 23 sq.m Plasmacluster Air Purifiers (Aqua Blue) Emits 7,000 ions/cm ² High-density Plasmacluster Ion Generator HAZE mode and sleep mode. Filter replacement indicator Plasmacluster Ion Modes & Indicator Light Quiet Operation, HEPA Filter, Deodorizing Filter or: Aqua Blue, With at least 1 yr warranty on parts and ser	4	7,000.00	28,000.00
	unit	WATER DISPENSER Floor Standing Water Dispenser Separate hot and cold dispensers Fast boiling time: 5-7 minutes Hot Water: 6L/ Cold Water: 2L/Hr At least 1 year warranty on parts and service Detachable funnel for easy cleaning	1	5,000.00	5,000.00
	unit	MICROWAVE OVEN 20 Liter Capacity, Mechanical control Power Level selector, Defrosting function 700W power output, Color Black At least 1 year warranty on parts and service MR to Atty. Niño Ruperto F. Aquino	1	3,000.00	3,000.00
		Total			36,000.00

Purpose: _____

for the use TERD employees and guests.

Requested by: _____

Approved By: _____

Signature: _____

Printed Name: _____

ATTY. NIÑO RUPERTO F. AQUINO

ATTY. KAREN MAE G. SARINAS-BAYDO *[Signature]*

Designation: _____

Manager, TERD

Assistant Chief Operating Officer, TEZ

TIEZAWORKS