



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : PPMP-2025-100725-1452		PR No.: TF-2025-10-00006		Date: 11-13-2025	
Dept./Office: FAFS		Category: Common-Use Supplies & Equipment (CSE)		Duration: 2025-10-07 to 2026-12-31	
Section/End-User: Joyce Lorraine G. Dagpin		Project Title/Code: 101T20201050-10.6.7 (VSU ASTHRDP-NSC)			
Funding Source: Trust Fund					

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Binder Clips / Backfold Clips, 1" (approx. 25 mm)	boxes	20	26.00		520.00
Specification: • 12 pcs/box • all metal • binding capacity: at least 9.5mm						
2	Binder Clips / Backfold Clips, 2" (approx. 50 mm)	boxes	10	82.00		820.00
Specification: • 12 pcs/box • all metal • binding capacity: at least 19mm						
3	Cutter / Utility Knife	pcs	1	155.00		155.00
Specification: • heavy duty cutter • blade size: at least 16mm • large size • with auto-lock system to hold blade securely						
4	Mailing Envelope / White Letter Envelope, Legal	boxes	1	525.00		525.00
Specification: • 500 pcs/box • white • bond paper quality • basis weight: at least 70 gsm						
5	Eraser, Plastic / Rubber	pcs	3	40.00		120.00
Specification: • large size • smudge free						

- dust free - color: white						
6	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	4	160.00		640.00
7	Permanent Marker / Permanent Pen, Black, Fine	pcs	1	50.00		50.00
Specification: - bullet tip - xylene free - refillable						
8	Whiteboard Marker / Whiteboard Pen, Black	pcs	3	75.00		225.00
Specification: - Tip: Bullet - low odor - xylene free - alcohol based ink - writing width: 1.80 mm - 2.20 mm - tip size: 4.0 mm						
9	Whiteboard Marker / Whiteboard Pen, Blue	pcs	3	75.00		225.00
Specification: - Tip: Bullet - low odor - xylene free - alcohol based ink - writing width: 1.80 mm - 2.20 mm - tip size: 4.0 mm						
10	Pencil Sharpener	pcs	1	340.00		340.00
Specification: - manual - table-mounted type, with metal clamp - single cutter-head - one hole guide, 9-10mm in diameter						
11	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	1	400.00		400.00
12	Tape Dispenser, Table Top	pcs	1	130.00		130.00

Specification: - weight: at least 1.2 kg - body made of molded plastic, smooth finish - non-skid full base padding - holds 24 mm (1") wide tapes with up to 75 mm core						
13	Masking Tape, 1" x 25 yards	rolls	5	55.00		275.00
Specification: 24 mm (1") width - usable length: 25 yards						
14	Transparent Tape / Clear Tape, 1" x 50 yards	rolls	5	45.00		225.00
Specification: 24 mm (1") width - usable length: 50 yards - base material: biaxially-oriented polypropylene						
15	Toilet Tissue Paper, 2 Ply	packs	10	220.00		2,200.00
Specification: 12 rolls/pack - laminated - at least 400 sheets/roll (200 pulls) - sheet size: at least 110 x 105 mm - embossed design, chlorine-free - unscented						
16	Alcohol, Ethyl, 1 Gallon	gallons	1	690.00		690.00
Specification: 70% (+-2) v/v Ethanol (Ethyl Alcohol) - Volume: 1 Gallon or at least 3.785 Liters (3,785 mL) - Colorless clear liquid - HDPE Plastic container						
TOTAL						7,540.00
Purpose: Office supply						
Checked by: DOREEN B. ALBA				Funds Available: NICK FREDDY R. BELLO		
TWG - Common-Use Supplies & Equipment (CSE)				HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	 JOYCE LORRAINE G. DAGPIN		 VICTOR B. ASIO		 PROSE IVY G. YEPES	
Designation:	PROJECT TECHNICAL STAFF IV		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	