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PR-2025-0815-291718



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-021925-0979**Dept./Office: **DRM**PR No.: **GF-2025-08-01029**Date: **08-15-2025**Section/End-User: **Andy Phil D. Cortes**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DRMO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	pack	3	160.00		480.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	pack	3	240.00		720.00
3	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	3	222.00		666.00
4	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	25.00		125.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
6	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	3	75.00		225.00
7	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	25.00		125.00
8	Envelope, Expanding, with garter tie, blue, long	pc	20	20.00		400.00
9	Envelope, Expanding, with garter tie, green, long	pc	30	30.00		900.00
10	Envelope, Expanding, with garter tie, violet, long	pc	20	15.00		300.00
11	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	30	14.00		420.00
12	Folder, File, Long, 14pts, White	piece	40	10.00		400.00
13	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	6	200.00		1,200.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
15	Pen, Permanent Marker, blue, fine tip	pieces	10	60.00		600.00

16	Pen, Permanent Marker, black, fine tip	pieces	8	60.00		480.00
17	Scissors, 8" heavy duty, good quality	pieces	2	75.00		150.00
18	Tape, Duct, 2" x 25m, Black/Grey	rolls	3	180.00		540.00
19	Tape, Masking, 1" x 25 yards	rolls	3	48.00		144.00
20	Tape, Masking, 2" x 25 yards	rolls	3	95.00		285.00
21	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
22	Tape, Transparent, 12mm x 50m	rolls	3	68.00		204.00
23	Tape, Transparent, 24mm x 50m	rolls	5	120.00		600.00
24	Stapler Flat clinch Standard Half strip	piece	1	1,000.00		1,000.00

Specification:

Specifications:

- **Product Name:** HD-50F
- **Staples:** 24/6 (No.3), 26/6 (No.35)
- **Stapling Capacity:**
 - 30 sheets (64gsm)
 - 24 sheets (80gsm)
- **Loading Capacity:**
 - 50 staples (24/6)
 - 100 staples (26/6)
- **Dimensions:** W40 x D135 x H60 mm
- **Weight (Net):** 270g
- **Insertion Depth:** 47mm
- **Carton Quantity:** 1/5/50
- **Product Color:** Black or Dark Blue
- **Additional Feature:** Built-in staple remover

Features:

- **Flat Clinch:** Enables staple ends to bend flat without deforming the clinched staple, allowing papers to stack neatly.
- **Ergonomic Design:** Comfortable rubber surface, suitable for any gripping style.

25	Desk Tape Dispenser	piece	1	500.00		500.00
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Specification:

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- Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy Duty, Large size Random Colors
- Sold Individually
- Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.
- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

26	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	pc	4	195.00		780.00
27	Ethyl Alcohol, 70%, 330 mL Spray	pc	5	120.00		600.00

Specification:

with active germ defense 70% Solution , Antiseptic and Disinfectant

Vitamin E: Known to contain antioxidants, vitamin E promotes healthy skin cells, leaving you with soft and smooth skin.

Moisturizer: Moisturizes skin to prevent dryness

Tea Tree Oil: an essential oil extracted from twigs and leaves of the tea tree plant (Melaleuca Alternifolia). It is also being used as a potent and natural ant bacterial, anti fungal and anti septic.

28	Ethyl Alcohol, 70%, 500 mL Bottle	500ml/bot	5	110.00		550.00
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Specification:

with active germ defense 70% Solution , Antiseptic and Disinfectant

Vitamin E: Known to contain antioxidants, vitamin E promotes healthy skin cells, leaving you with soft and smooth skin.

Moisturizer: Moisturizes skin to prevent dryness

Tea Tree Oil: an essential oil extracted from twigs and leaves of the tea tree plant (Melaleuca Alternifolia). It is also being used as a potent and natural ant bacterial, anti fungal and anti septic.

29	Retractable Pen, 0.5mm, Black	pc	5	100.00		500.00
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Specification:

Retractable Roller Ball Pen with metal clip.

Rubber Grip

Refillable: BXS-V5RT

30	Retractable Pen, 0.7mm, Blue	pc	8	100.00		800.00
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Specification:

0.7 mm

Retractable Roller Ball Pen with metal clip.

Rubber Grip Refillable: BXS-V7RT						
31	Retractable Pen, 0.5 mm, Red	pc	5	100.00		500.00
Specification: Retractable Roller Ball Pen with metal clip. Rubber Grip Refillable: BXS-V5RT						
TOTAL						20,499.00
Purpose: For office use.						
Checked by: <div style="text-align: center; margin-top: 10px;"> <i>fr</i> VIVIAN V. BALBARINO TWG - Office Supplies </div>				Funds Available: <div style="text-align: center; margin-top: 10px;"> <i>AW-2</i> ALICIA M. FLORES HEAD, BUDGET OFFICE </div>		
Signature:	Prepared by:	Noted by:	Approved by:			
Printed Name:	ANDY PHIL D. CORTES	ANDY PHIL D. CORTES	PROSE IVY G. YEPES			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			