



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

SCAN HERE



PR-2024-1010-229674

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0068**

PR No.: **GF-2024-10-02830**

Date: **10-10-2024**

Dept./Office: **DALL**

Category: **Office Supplies**

Section/End-User: **Ma. Isalie A. Notarte**

Project Title/Code: **DALL Office Supplies and
Equipment needed for 2025**

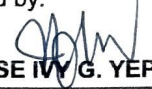
Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	.75hp window-type aircon	unit	8	15,000.00		120,000.00
Specification: AC horsepower rating : .75HP Inverter						
2	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	pc	1	800.00		800.00
Specification: Stapling Thickness: 40 Sheets Uses 24/8mm and 26/8mm staples Material: Plastic, Metal Size: approx.15x4x9.5cm/5.91x1.57x3.74in Optional Colors: Light Gray, Deep Gray, Black Quantity: 1 Pc						
3	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	13	250.00		3,250.00
4	Ballpen 50 Pieces, Blue	box of 50's	3	500.00		1,500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
5	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00		1,150.00
6	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	125.00		1,250.00
7	Binder Clip, 1.5", black	pcs	100	7.50		750.00

8	Binder Clip, 2-inch, 12 pcs/box	boxes	20	100.00		2,000.00
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black						
9	Data filer A4 Size	pcs	6	250.00		1,500.00
10	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	25	250.00		6,250.00
11	Envelope, Brown, long, good quality	pcs	100	5.00		500.00
12	Envelope, brown, ordinary, A4 size	pcs	100	10.00		1,000.00
13	Envelope, Expanding, with garter tie, blue, long	pc	201	20.00		4,020.00
14	Envelope, Mailing, white, long, 500pcs/box	boxes	1	525.00		525.00
15	Folder, Expanded, Long (Light Blue)	pcs	201	30.00		6,030.00
16	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
17	Gel Ink Sign Pen 0.5, black	pcs	100	25.00		2,500.00
18	Gel Ink Sign Pen 0.5, blue	pcs	100	30.00		3,000.00
19	Green Data Filer, Legal, Double	pc	18	200.00		3,600.00
20	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	boxes	2	850.00		1,700.00
Specification: ?Transparent Extension: 1/2" ?Color: Clear (no color) ?1 box contains 25 packs. ?1 pack contains 2 pcs.						
21	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	6	165.00		990.00
22	Multi-Purpose Glue, 130 g	btl	10	60.00		600.00
23	Paper Clips Small Vinyl (33MM)	Box of 100's	25	35.00		875.00
24	Paper Clips Small Vinyl (50mm)	Box of 100's	20	40.00		800.00
25	Paper, Bond, A4, S-24, 80 gsm	reams	60	289.00		17,340.00
Specification: bright white, high premium quality						
26	Pen, Whiteboard Marker, blue,	pieces	10	50.00		500.00
27	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
28	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	10	35.00		350.00
29	Record Book, Big, 500 pages	pcs	70	185.00		12,950.00

30	STICKY NOTE 3 X 3 ASSORTED COLORS	pad	20	79.00		1,580.00
31	Transparent Tape (1")	rolls	12	25.00		300.00
	TOTAL					198,810.00

Purpose: DALL_Highier Ed._Office Supplies Needed for 2025

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies 10/10/24		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 MA. ISALMIE A. NOTARTE	 MARIA VANESSA E. GABUNADA UNIT HEAD, PROJECT LEADER	 PROSE IV G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			