

SCAN HERE



PR-2024-1010-229788



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0654

Dept./Office: EO

PR No.: GF-2024-10-02813

Date: 10-10-2024

Section/End-User: Chona T. Liston

Category: Office Supplies

Funding Source: General Fund - MOOE

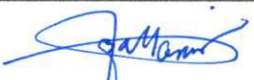
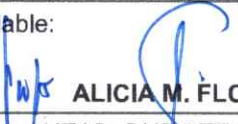
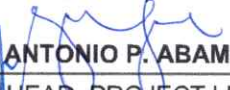
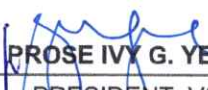
Project Title/Code: GF Extension (CODEX Admin)

| Item #                                                                                                                                                                                                                                  | Item Description                                                                                     | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                       | 40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s | pc      | 1   | 800.00    |         | 800.00     |
| <b>Specification:</b><br><br>Stapling Thickness: 40 Sheets<br>Uses 24/8mm and 26/8mm staples<br>Material: Plastic, Metal<br>Size: approx.15x4x9.5cm/5.91x1.57x3.74in<br>Optional Colors: Light Gray, Deep Gray, Black<br>Quantity: 1 Pc |                                                                                                      |         |     |           |         |            |
| 2                                                                                                                                                                                                                                       | Alcohol, Ethyl, 70% solution, 1 gallon                                                               | gallons | 2   | 600.00    |         | 1,200.00   |
| 3                                                                                                                                                                                                                                       | Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                                        | boxes   | 5   | 30.00     |         | 150.00     |
| 4                                                                                                                                                                                                                                       | Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box                                        | boxes   | 5   | 60.00     |         | 300.00     |
| 5                                                                                                                                                                                                                                       | Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                                            | boxes   | 5   | 25.00     |         | 125.00     |
| 6                                                                                                                                                                                                                                       | Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box                                           | boxes   | 5   | 75.00     |         | 375.00     |
| 7                                                                                                                                                                                                                                       | Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box                                         | boxes   | 5   | 25.00     |         | 125.00     |
| 8                                                                                                                                                                                                                                       | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)                                               | boxes   | 10  | 20.00     |         | 200.00     |
| 9                                                                                                                                                                                                                                       | Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE                                            | boxes   | 5   | 250.00    |         | 1,250.00   |
| 10                                                                                                                                                                                                                                      | Envelope, Document, Brown, 150 lbs, Long                                                             | pc      | 100 | 7.00      |         | 700.00     |
| 11                                                                                                                                                                                                                                      | Envelope, Document, Brown, 150 lbs, Short                                                            | pc      | 30  | 5.00      |         | 150.00     |
| 12                                                                                                                                                                                                                                      | Envelope, Expanding, with garter tie, brown, long                                                    | pc      | 100 | 20.00     |         | 2,000.00   |
| 13                                                                                                                                                                                                                                      | Folder, File, Long, 14pts, White                                                                     | piece   | 60  | 10.00     |         | 600.00     |

|                                                                                                                                               |                                                                                                  |             |     |          |  |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------|-----|----------|--|-----------|
| 14                                                                                                                                            | Folder, Pressboard, US, Blue, Long                                                               | pieces      | 60  | 40.00    |  | 2,400.00  |
| <b>Specification:</b><br><br><b>Feature:</b> The board must be thick and firm                                                                 |                                                                                                  |             |     |          |  |           |
| 15                                                                                                                                            | Folder, Pressboard, US, Green, Long                                                              | pcs         | 60  | 35.00    |  | 2,100.00  |
| 16                                                                                                                                            | Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear                                       | boxes       | 5   | 850.00   |  | 4,250.00  |
| <b>Specification:</b><br><br>?Transparent Extension: 1/2"<br>?Color: Clear (no color)<br>?1 box contains 25 packs.<br>?1 pack contains 2 pcs. |                                                                                                  |             |     |          |  |           |
| 17                                                                                                                                            | Ink, for stamp pad, violet, 30mL, w/ applicator                                                  | btls        | 10  | 35.00    |  | 350.00    |
| 18                                                                                                                                            | Ink, Refill, for Permanent Marker, Black, 30mL                                                   | btls        | 5   | 115.00   |  | 575.00    |
| 19                                                                                                                                            | Laminating Film Roll                                                                             | roll        | 1   | 1,200.00 |  | 1,200.00  |
| <b>Specification:</b><br><br>• Laminating Film Roll (12 inches - 250 micron) 50 meters                                                        |                                                                                                  |             |     |          |  |           |
| 20                                                                                                                                            | Laminating Film, A4, 100 shts/box, 250 microns                                                   | boxes       | 5   | 1,430.00 |  | 7,150.00  |
| 21                                                                                                                                            | Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black) | pcs         | 15  | 140.00   |  | 2,100.00  |
| 22                                                                                                                                            | Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)     | pcs         | 25  | 140.00   |  | 3,500.00  |
| 23                                                                                                                                            | Paper, Bond, A4, S-20, 70 gsm                                                                    | reams       | 100 | 253.00   |  | 25,300.00 |
| <b>Specification:</b><br><br>bright white, high premium quality                                                                               |                                                                                                  |             |     |          |  |           |
| 24                                                                                                                                            | Paper, Bond, Long, S-20, 70 gsm                                                                  | reams       | 10  | 286.00   |  | 2,860.00  |
| <b>Specification:</b><br><br>bright white, high premium quality                                                                               |                                                                                                  |             |     |          |  |           |
| 25                                                                                                                                            | Pen, Pentel Pen, Fine blue & black                                                               | pcs         | 12  | 50.00    |  | 600.00    |
| 26                                                                                                                                            | Pen, Whiteboard Marker, black                                                                    | pieces      | 3   | 50.00    |  | 150.00    |
| 27                                                                                                                                            | Pencil, #2, Medium, Yellow, 12pcs/box                                                            | Box of 12's | 3   | 120.00   |  | 360.00    |
| <b>Specification:</b><br><br>?Attr: Pencil Medium #2 with black lead<br>?Color: Yellow<br>?Packaging Size: 12 pencils per box                 |                                                                                                  |             |     |          |  |           |
| 28                                                                                                                                            | Soap, Detergent, Powder, 1 kilo/pack, any scent                                                  | kl          | 5   | 150.00   |  | 750.00    |

|              |                                        |        |    |        |  |                  |
|--------------|----------------------------------------|--------|----|--------|--|------------------|
| 29           | Soap, Dishwashing, Liquid, 250mL       | btls   | 10 | 150.00 |  | 1,500.00         |
| 30           | Staple wire remover, Plier type, Metal | piece  | 3  | 100.00 |  | 300.00           |
| 31           | Staple Wire, #35                       | boxes  | 10 | 35.00  |  | 350.00           |
| 32           | Stapler, HD No.35                      | pc     | 1  | 400.00 |  | 400.00           |
| 33           | Sticky Note 3x3 inches                 | pieces | 10 | 50.00  |  | 500.00           |
| 34           | Tissue, Bathroom, 2 Ply, 12rolls/pack  | pack   | 10 | 204.00 |  | 2,040.00         |
| <b>TOTAL</b> |                                        |        |    |        |  | <b>66,710.00</b> |

Purpose: office Supplies

|                                                                                                                                                                     |                                                                                                                          |                                                                                                                                                                         |                                                                                                                                                 |
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| Checked by: <br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies <i>8/10/24</i> |                                                                                                                          | Funds Available: <br><b>ALICIA M. FLORES</b> <i>8/24/25</i><br>HEAD, BUDGET OFFICE   |                                                                                                                                                 |
| Signature:<br>Printed Name: <b>CHONA T. LISTON</b><br>Designation:                                                                                                  | Prepared by: <br><b>CHONA T. LISTON</b> | Noted by: <br><b>ANTONIO P. ABAMO</b> <i>alc 10/10/24</i><br>UNIT HEAD, PROJECT LEADER | Approved by: <br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU |