



PR 2025-0403-264717



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

PURCHASE REQUEST

PPMP No.: **PPMP-2025-030625-0998**Dept./Office: **REB**PR No.: **TF-2025-04-00466**Date: **04-03-2025**Section/End-User: **James Alexis A. De los Santos**
Shieta Marie G. NunezCategory: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **101-Research Ethics Board**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	5	1,250.00		6,250.00

Specification:

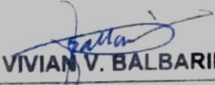

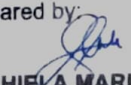
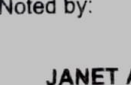

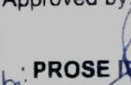
Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	4	250.00		1,000.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	2	30.00		60.00
4	Envelope, Document, Brown, 150 lbs, Short	pc	100	5.00		500.00
5	Envelope, Documentary, Brown, 150 lbs, Long	pc	100	7.00		700.00
6	Envelope, Expanding, Plastic, Long	pc	50	54.00		2,700.00
7	Envelope, Expanding, with garter tie, golden yellow, short	pc	50	15.00		750.00
8	Eraser, whiteboard, magnetic flannel	pc	2	75.00		150.00
9	Fastener, Paper, non-rust metal, 50 sets/box	boxes	3	50.00		150.00
10	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
11	Folder, File, Short, 14pts, White	piece	100	8.00		800.00
12	Gel Ink Sign Pen 0.5, blue	pcs	12	30.00		360.00

13	Magnetic Whiteboard with Aluminum Stand	pcs	1	7,500.00		7,500.00
Specification: Specifications: <ul style="list-style-type: none"> • Dimension: 4 x 8 ft. • with aluminum stand • with eraser and pen holder • with roller and stopper 						
14	Pen, Whiteboard Marker, blue,	pieces	5	50.00		250.00
15	Puncher, 2 holes, heavy duty	pieces	1	900.00		900.00
16	Stapler, HD No.35	pc	1	400.00		400.00
17	Steel Cabinet, 4 drawers with lock, vertical, black	unit	2	11,000.00		22,000.00
18	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	pcs	1	4,962.00		4,962.00
TOTAL						49,732.00

Purpose: Research Ethics Board Office Supplies

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>4/21/25</i>		Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature:  Printed Name: SHIELA MARIE G. NUÑEZ Designation:	Prepared by:  JANET ALEXIS A. DE LOS SANTOS UNIT HEAD, PROJECT LEADER	Noted by:  JANET ALEXIS A. DE LOS SANTOS UNIT HEAD, PROJECT LEADER	Approved by:  PROSE Y. G. YEPES PRESIDENT, VSU

RESEARCH ETHICS BOARD