



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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 12 pcs/box • all metal • binding capacity: at least 19mm 						
3	Cutter / Utility Knife	pcs	1	155.00		155.00
Specification: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 500 pcs/box • white • bond paper quality • basis weight: at least 70 gsm 						
5	Eraser, Plastic / Rubber	pcs	3	40.00		120.00
Specification: <ul style="list-style-type: none"> • large size • smudge free 						

<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> bullet tip xylene free refillable 						
8	Whiteboard Marker / Whiteboard Pen, Black	pcs	3	75.00		225.00
Specification: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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
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Specification:

- 24 mm (1") width
- usable length: 25 yards

14	Transparent Tape / Clear Tape, 1" x 50 yards	rolls	5	45.00		225.00
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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
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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
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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:

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