

SCAN HERE



PR-2025-1029-306829



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

## PURCHASE REQUEST

PPMP No. : <b>PPMP-2025-100725-1452</b>		PR No.: <b>TF-2025-10-00006</b>		Date: <b>11-13-2025</b>	
Dept./Office: <b>FAFS</b>		Category: <b>Common-Use Supplies &amp; Equipment (CSE)</b>		Duration: <b>2025-10-07 to 2026-12-31</b>	
Section/End-User: <b>Joyce Lorraine G. Dagpin</b>		Project Title/Code: <b>101T20201050-10.6.7 (VSU ASTHRDP-NSC)</b>			
Funding Source: <b>Trust Fund</b>					

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Binder Clips / Backfold Clips, 1" (approx. 25 mm)</b>	boxes	20	26.00		520.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 12 pcs/box</li> <li>• all metal</li> <li>• binding capacity: at least 9.5mm</li> </ul>						
2	<b>Binder Clips / Backfold Clips, 2" (approx. 50 mm)</b>	boxes	10	82.00		820.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 12 pcs/box</li> <li>• all metal</li> <li>• binding capacity: at least 19mm</li> </ul>						
3	<b>Cutter / Utility Knife</b>	pcs	1	155.00		155.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• heavy duty cutter</li> <li>• blade size: at least 16mm</li> <li>• large size</li> <li>• with auto-lock system to hold blade securely</li> </ul>						
4	<b>Mailing Envelope / White Letter Envelope, Legal</b>	boxes	1	525.00		525.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 500 pcs/box</li> <li>• white</li> <li>• bond paper quality</li> <li>• basis weight: at least 70 gsm</li> </ul>						
5	<b>Eraser, Plastic / Rubber</b>	pcs	3	40.00		120.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• large size</li> <li>• smudge free</li> </ul>						

<ul style="list-style-type: none"> <li>• dust free</li> <li>• color: white</li> </ul>						
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
<b>Specification:</b> <ul style="list-style-type: none"> <li>• bullet tip</li> <li>• xylene free</li> <li>• refillable</li> </ul>						
8	Whiteboard Marker / Whiteboard Pen, Black	pcs	3	75.00		225.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Tip: Bullet</li> <li>• low odor</li> <li>• xylene free</li> <li>• alcohol based ink</li> <li>• writing width: 1.80 mm - 2.20 mm</li> <li>• tip size: 4.0 mm</li> </ul>						
9	Whiteboard Marker / Whiteboard Pen, Blue	pcs	3	75.00		225.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• Tip: Bullet</li> <li>• low odor</li> <li>• xylene free</li> <li>• alcohol based ink</li> <li>• writing width: 1.80 mm - 2.20 mm</li> <li>• tip size: 4.0 mm</li> </ul>						
10	Pencil Sharpener	pcs	1	340.00		340.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• manual</li> <li>• table-mounted type, with metal clamp</li> <li>• single cutter-head</li> <li>• one hole guide, 9-10mm in diameter</li> </ul>						
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	<b>Masking Tape, 1" x 25 yards</b>	rolls	5	55.00		275.00
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**Specification:**

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

14	<b>Transparent Tape / Clear Tape, 1" x 50 yards</b>	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	<b>Toilet Tissue Paper, 2 Ply</b>	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	<b>Alcohol, Ethyl, 1 Gallon</b>	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 &amp; 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