



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0495**

Dept./Office: **BuO**

PR No.: **GF-2024-10-01949**

Date: **10-02-2024**

Section/End-User: **ERLY S. ESGUERRA**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **BUDGET-2025**

| Item # | Item Description  | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---|------|-----|-----------|---------|------------|
| 1      | <b>Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li</b> | pcs  | 1   | 16,000.00 |         | 16,000.00  |

**Specification:**

?color: White

?item dimension: 14x7x18 inches

?Power source: AC

?Control method: remote

?About the item:

?High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft<sup>2</sup>/ 132? in 1 hour, CADR 330m<sup>3</sup>/h. 600 ft<sup>2</sup> fast purification in 25 minutes. Perfect for large / medium rooms and offices.

?Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.

?UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.

?Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.

?Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.

|   |  |             |    |        |  |          |
|---|--|-------------|----|--------|--|----------|
| 2 | <b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b> | pack        | 2  | 160.00 |  | 320.00   |
| 3 | <b>Binder Clip, 1-inch, 12 pcs/box</b>                                     | Box of 12's | 12 | 100.00 |  | 1,200.00 |
| 4 | <b>Binder Clip, 2-inch, 12 pcs/box</b>                                     | boxes       | 12 | 150.00 |  | 1,800.00 |

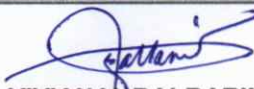
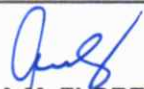
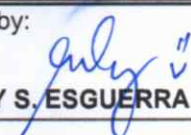
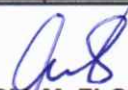
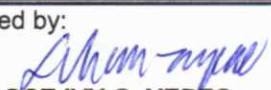
**Specification:**

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

|   |   |        |    |          |  |          |
|---|---|--------|----|----------|--|----------|
|   |   |        |    |          |  |          |
| 5   | Calculator, desktop-type, 12 digits, 2-way power, plastic keys                            | unit   | 1  | 1,000.00 |  | 1,000.00 |
| 6   | Cleaner, Glass, 500mL, spray type, any scent  | btls   | 4  | 220.00   |  | 880.00   |
| 7   | Correction Tape, 8m x 5mm wide  | pc     | 12 | 40.00    |  | 480.00   |
| 8   | Envelope, Expanding, with garter tie, blue, long  | pc     | 12 | 20.00    |  | 240.00   |
| 9   | Fastener, Paper, non-rust metal, 50 sets/box  | boxes  | 6  | 50.00    |  | 300.00   |
| 10  | Glue, Multi-Purpose, White, at least 130g (118mL)   | btls   | 5  | 90.00    |  | 450.00   |
| 11  | Laminating Film, A4   | pack   | 1  | 450.00   |  | 450.00   |
| <b>Specification:</b><br>Laminating Film A4 (125/250 microns) 100 pieces per pack |   |        |    |          |  |          |
| 12  | Paper, Bond, A3, S-24, 80 gsm   | reams  | 1  | 580.00   |  | 580.00   |
| <b>Specification:</b><br>bright white, high premium quality                       |   |        |    |          |  |          |
| 13  | Paper, Bond, A4, S-24, 80 gsm   | reams  | 20 | 289.00   |  | 5,780.00 |
| <b>Specification:</b><br>bright white, high premium quality                       |   |        |    |          |  |          |
| 14  | Paper, Bond, Long, S-20, 70 gsm   | reams  | 5  | 286.00   |  | 1,430.00 |
| <b>Specification:</b><br>bright white, high premium quality                       |   |        |    |          |  |          |
| 15  | Pen, Permanent Marker, black, broad tip   | pieces | 2  | 60.00    |  | 120.00   |
| 16  | Pen, Sign, .5mm, Gel-type, Blue   | piece  | 37 | 35.00    |  | 1,295.00 |
| 17  | Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes | pc     | 2  | 180.00   |  | 360.00   |
| 18  | Puncher, 2 holes, heavy duty  | pieces | 2  | 900.00   |  | 1,800.00 |
| 19  | Record Book, Big, 500 pages   | pcs    | 5  | 185.00   |  | 925.00   |
| 20  | Scissors, 8" heavy duty, good quality   | pieces | 2  | 75.00    |  | 150.00   |
| 21  | Soap, Dishwashing, Liquid, 250mL  | btls   | 6  | 150.00   |  | 900.00   |
| 22  | Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)                             | pack   | 1  | 85.00    |  | 85.00    |
| 23  | Staple wire remover, Plier type, Metal  | piece  | 7  | 100.00   |  | 700.00   |
| 24  | Staple Wire, #35  | boxes  | 12 | 35.00    |  | 420.00   |
| 25  | Tape, Double Sided, 1" x 10m  | rolls  | 3  | 45.00    |  | 135.00   |
| 26  | Tape, Foam, Double Sided, 1" x 5m   | rolls  | 1  | 100.00   |  | 100.00   |

|    |                              |       |   |       |  |                  |
|----|------------------------------|-------|---|-------|--|------------------|
| 27 | Tape, Masking, 2" x 25 yards | rolls | 5 | 95.00 |  | 475.00           |
|    | <b>TOTAL</b>                 |       |   |       |  | <b>38,375.00</b> |

Purpose: Office Use.

|   |   |  |   |
|---|---|--|---|
| Checked by: <br><b>VIVIAN V. BALBARINO</b> |   | Funds Available: <br><b>ALICIA M. FLORES</b> <i>no 25</i> |   |
| TWG - Office Supplies <i>pr 10/7/29</i>   |   | HEAD, BUDGET OFFICE  |   |
| Signature:<br>Printed Name:<br>Designation:   | Prepared by: <br><b>ERLY S. ESGUERRA</b> | Noted by: <br><b>ALICIA M. FLORES</b>                       | Approved by: <br><b>PROSE IVY G. YEPES</b> |
|   |   | UNIT HEAD, PROJECT LEADER  | PRESIDENT, VSU  |