



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

PURCHASE REQUEST

PPMP No. : 175-5-2395-2023-2-0-9

Dept./Office: **OHLDHRA**

PR No.: **GF-2023-03-00354**

Date: **03-09-2023**

Section/End-User: **Arianne J. Caintic**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **LDHRAO-10-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Binder Clip, 2-inch, 12 pcs/box	boxes	5	100.00		500.00

Specification:

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

2	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	2	192.00		384.00
3	Eraser, Rubber, high quality	pc	4	45.00		180.00
4	Gel Ink Sign Pen 0.5, blue	pcs	31	25.00		775.00
5	Soap, Dishwashing, Liquid, 250mL	btls	1	150.00		150.00
6	Staple wire remover, Plier type, Metal	piece	3	100.00		300.00
7	Stapler Flat clinch Standard Half strip	piece	1	700.00		700.00

Specification:

?SPECIFICATIONS

?Product name: HD-50F

?Staples:24/6(No.3), 26/6(No.35)

?Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)

?Loading capacity:50 staples(24/6), 100 staples(26/6)

?Dimensions: W40 x D135 x H60(mm)

?Weight(Net): 270g

?Insertion depth: 47mm

?Carton Quantity:1/5/50

?Product Color: Black or Dark Blue

?Built-in staple remover.

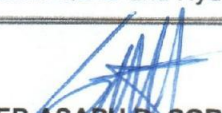
?FEATURES

?Flat Clinch

?Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.

?Ergonomic design

?Comfortable rubber surface is a perfect fit for any gripping style.

TOTAL				2,989.00	
Purpose: Training on Basic QGIS and Hydraulic Modelling in HEC-RAS Software (March 15-16, 2023)					
Checked by:			Funds Available:		
 JED ASAPH D. CORTES			 ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
	 ARIANNE J. CAINTIC	 HONEY SOFIA V. COLIS		 EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	