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PR-2025-0804-288716



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-031725-1039

Dept./Office: CSCRHS

PR No.: GF-2025-08-00951

Date: 08-04-2025

Section/End-User: Max Teody T. Quimilat

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: CSCRHS-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	3	198.00	MAX TEODY T. QUIMILAT	594.00
2	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	1	222.00	MAX TEODY T. QUIMILAT	222.00
3	Correction Fluid, waterbase, 15 mL	btl	5	40.00	MAX TEODY T. QUIMILAT	200.00
4	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	5	260.00	MAX TEODY T. QUIMILAT	1,300.00
5	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	5	600.00	MAX TEODY T. QUIMILAT	3,000.00
6	Envelope, Documentary, Brown, 150 lbs, Long	pc	30	7.00	MAX TEODY T. QUIMILAT	210.00
7	Envelope, Document, Brown, 150 lbs, Short	pc	30	5.00	MAX TEODY T. QUIMILAT	150.00
8	Envelope, Expanding, Plastic, Long	pc	20	54.00	MAX TEODY T. QUIMILAT	1,080.00
9	Envelope, Expanding, plastic, A4	pc	20	59.00	MAX TEODY T. QUIMILAT	1,180.00
10	Fastener, Paper, plastic, 50 sets/box	boxes	10	40.00	MAX TEODY T. QUIMILAT	400.00
11	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	5	368.00	MAX TEODY T. QUIMILAT	1,840.00
12	Folder, File, Long, 14pts, White	piece	25	10.00	MAX TEODY T. QUIMILAT	250.00
13	Folder, File, Short, 14pts, White	piece	25	8.00	MAX TEODY T. QUIMILAT	200.00
14	Folder, Morocco, Long, w/ plastic binder, Light Blue	pieces	5	18.00	MAX TEODY T. QUIMILAT	90.00
15	Folder, Morocco, Short, w/ plastic binder, Blue	pieces	5	15.00	MAX TEODY T. QUIMILAT	75.00
16	Glue Pen, Clear, 50mL	tubes	5	25.00	MAX TEODY T. QUIMILAT	125.00
17	Glue Stick, All-purpose, at least 21g	pcs	5	55.00	MAX TEODY T. QUIMILAT	275.00
18	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	3	195.00	MAX TEODY T. QUIMILAT	585.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
19	Sticky Note, 2 x 3, Yellow	pads	8	79.00	MAX TEODY T. QUIMILAT	632.00
20	Pen, Permanent Marker, black, broad tip	pieces	10	60.00	MAX TEODY T. QUIMILAT	600.00
21	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00	MAX TEODY T. QUIMILAT	600.00
22	Pen, Whiteboard Marker, black	pieces	10	50.00	MAX TEODY T. QUIMILAT	500.00
23	Pen, Whiteboard Marker, red	pieces	10	50.00	MAX TEODY T. QUIMILAT	500.00
24	Pen, Whiteboard Marker, blue,	pieces	10	50.00	MAX TEODY T. QUIMILAT	500.00
25	Pencil, Lead, #2, w/ eraser	pieces	10	10.00	MAX TEODY T. QUIMILAT	100.00
26	Puncher, 2 holes, heavy duty	pieces	3	900.00	MAX TEODY T. QUIMILAT	2,700.00
27	Scissors, 6" heavy duty, good quality	piece	5	68.00	MAX TEODY T. QUIMILAT	340.00
28	Staple wire remover	pieces	3	40.00	MAX TEODY T. QUIMILAT	120.00
29	Staple Wire, #35	boxes	20	35.00	MAX TEODY T. QUIMILAT	700.00
30	Stapler, HD No.35	pc	5	400.00	MAX TEODY T. QUIMILAT	2,000.00
31	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00	MAX TEODY T. QUIMILAT	880.00
32	Correction Tape, 10 meters	pcs	10	32.00	MAX TEODY T. QUIMILAT	320.00
33	7 in 1 set Office Supplies Organizer	unit	1	350.00	MAX TEODY T. QUIMILAT	350.00

Specification:

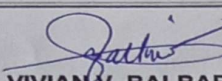
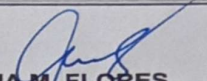
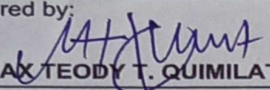
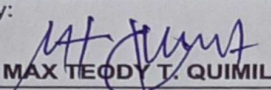
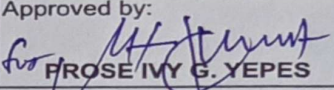
- ?Packing: 1 X 1pc storage rack
- ?Color: black
- ?Size: 22cm x 14cm x 12.7cm
- ?Material: stainless steel + metal mesh
- ?Design: 7in1 metal grid with drawer
- ?Suitable for: pens, school supplies, cosmetics, remote control, etc.
- ?Features:
 1. With classification, finishing functions
 2. Simple and Beautiful
 3. Suitable for Offices, Schools, Factories, etc.
 4. Large Capacity
 5. Multi-functional
 6. Can Put Pens, Cards, etc.

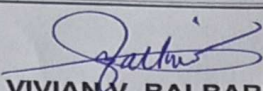
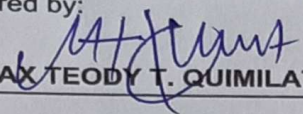
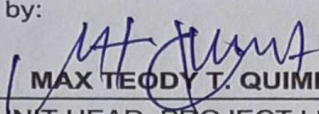
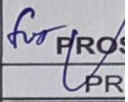
34	Record Book, 200 Pages	piece	10	90.00	MAX TEODY T. QUIMILAT	900.00
35	Paper Clips Small Vinyl (33MM)	Box of 100's	7	35.00	MAX TEODY T. QUIMILAT	245.00
36	Ballpen 50 Pieces, Blue	box of 50's	2	500.00	MAX TEODY T. QUIMILAT	1,000.00

Specification:

- Specification:
- Line Weight: 0.5mm
- Ink Type: Oil gel ink

37	Scotch Tape 1 inch x 100 meters	rolls	5	40.00	MAX TEODY T. QUIMILAT	200.00
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Checked by:  VIVIAN V. BALBARINO 8/8/25		Funds Available:  ALICIA M. FLORES 8/8/25	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by: 
	Printed Name: MAX TEDDY T. QUIMILAT		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Checked by:  VIVIAN V. BALBARINO <i>p. 8/8/25</i>		Funds Available:  ALICIA M. FLORIO	
TWG - Office Supplies		HEAD, BUDGET OF	
Signature:	Prepared by: 	Noted by: 	Approved: 
Printed Name:	MAX TEDDY T. QUIMILAT	MAX TEDDY T. QUIMILAT	PROS
Designation:		UNIT HEAD, PROJECT LEADER	PR