



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

TO OP

PURCHASE REQUEST

PPMP No. : 58-5-1083-2023-2-0-3

Dept./Office: OP

PR No.: GF-2023-03-00528

Date: 03-29-2023

Section/End-User: Les Andre B. Pamaos

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: OP-2023-office supplies

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Puncher, Heavy Duty	pieces	2	450.00		900.00
2	Ribbon, Satin Cloth, Green, 2"	roll	3	300.00		900.00
3	Ribbon, Satin Cloth, Red, 2"	roll	3	300.00		900.00
4	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	3	300.00		900.00
5	Rubberband, #18, 350 gms/box	boxes	5	270.00		1,350.00
6	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
7	Staple Wire, #35	boxes	3	35.00		105.00
8	Stapler Flat clinch Standard Half strip	piece	3	700.00		2,100.00

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.

9	Stapler, HD No.35	pc	3	350.00		1,050.00
10	Wall Clock	pc	4	800.00		3,200.00

Specification:

?Diameter: 215 mm

?Weight: 250 g
?Depth: 40 mm
?Display: Analog
?Battery Type: AA
?Case Material: Plastic
?Shatterproof

TOTAL

11,630.00

Purpose: office use

Checked by:

JED ASAPH D. CORTES

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

LES ANDRE B. PAMAOS

END USER

Noted by:

ALLEN GLENNIE P. LAMBERT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU

4/18/23