



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

## PURCHASE REQUEST

Dept./Office: **ODIE**

PR No.: **TF-2022-08-01235**

Date: **08-31-2022**

Section/End-User: **Rafael B. Vergara Jr.**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **DOST-NRCP 20201050-10.6.25**

| Item # | Item Description                 | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------------------|------|-----|-----------|---------|------------|
| 1      | <b>External Hard Drive, 1 TB</b> | unit | 1   | 3,000.00  |         | 3,000.00   |

**Specification:**

**Transcend TS1TSJ25M3 Slim 1TB Portable Hard Drive (Green) with 3 YEARS**

- Capacity: 1TB
- Connection interface: USB 2.0/3.0
- Storage Media: 2.5" SATA HDD
- Op. Voltage: USB DC 5V
- Size :129.5mm x 82.4mm x 20.4mm
- Weight: 216g

|   |  |        |    |        |  |          |
|---|--|--------|----|--------|--|----------|
| 2 | <b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b> | pieces | 12 | 90.00  |  | 1,080.00 |
| 3 | <b>Stapler Flat clinch Standard Half strip</b>                       | 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**

**4,780.00**

Purpose: Needed for the DOST-NRCP Project.

Checked by:

  
**DOREEN B. ALBA**

TWG - Office Supplies

Funds Available:

  
**NICK FREDDY R. BELLO**

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Requested by:

  
**RAFAEL B. VERGARA JR.**

END USER

Noted by:

  
**MA. RACHEL KIM L. AURE**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU