

SCAN HERE



PR-2025-0818-291942



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-073025-1343**Dept./Office: **DA**Section/End-User: **Lovely V. Paderes**Funding Source: **General Fund - MOOE**PR No.: **GF-2025-08-01008**Category: **Office Supplies**Project Title/Code: **EXT69**Date: **08-18-2025**
 Duration: **2025-01-02**
 to
2025-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Multi-Purpose Glue, 130 g	btl	9	60.00		540.00
2	Plastic bag (sando bag) 100pcs/pack large	pack	3	110.00		330.00
3	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	2	200.00		400.00
4	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00

Specification:

Table Type

5	Staple Wire, #35	boxes	9	35.00		315.00
6	Tape, Double Sided, 3/4" x 10m	rolls	100	26.00		2,600.00
7	Tape, Masking, 1/2" x 25 yards	rolls	60	25.00		1,500.00
8	Tape, Transparent, 12mm x 50m	rolls	50	68.00		3,400.00
9	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	6	250.00		1,500.00
10	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	5	120.00		600.00

Specification:

?Attr: Pencil Medium #2 with black lead
 ?Color: Yellow
 ?Packaging Size: 12 pencils per box

11	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	10	25.00		250.00
12	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	5	60.00		300.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack

• 220 GSM						
13	Vellum Board, Pale Cream, A4, 220 GSM, 10 sheets per pack	pack of 10's	5	60.00		300.00

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Pale Cream
- Quantity: 10 sheets per pack
- 220 GSM

14	Permanent Marker, Black, Broad tip, 12pcs	boxes	2	700.00		1,400.00
15	Transparent Plastic roll bags 8 x 12	roll	1	50.00		50.00
16	Paper Fastener Long Size 8 1/2"	box of 50's	15	150.00		2,250.00

Specification:

- - plastic paper fastener
- - 7cm
- - 8 1/2" long
- - 50 pcs in a box
- - assorted colors (red, blue, yellow, green and white)

17	Jumbo Paper Clips	Box of 100's	6	30.00		180.00
----	-------------------	--------------	---	-------	--	--------

Specification:

none

18	Blue Ballpen 0.5mm/0.7mm	boxes	10	96.00		960.00
19	Whiteboard Marker, refillable, black, 12 pc per box	box	1	850.00		850.00
20	Whiteboard marker, refillable, blue, 12 pcs. per box	box	1	850.00		850.00
21	Trash Bags/ Garbage Bags XXL 37" 30pcs/ 3 rolls	packs	4	250.00		1,000.00

Specification:

Trash Bags/ Garbage Bags XXL 37" 30pcs/ 3 rolls

TOTAL						19,925.00
--------------	--	--	--	--	--	------------------

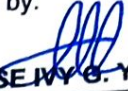
Purpose: Office Supplies

Checked by:


VIVIAN V. BALBARINO
TWG - Office Supplies

Funds Available:


ALICIA M. FLORES
HEAD, BUDGET OFFICE

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	LOVELY V. PADERES	ULYSSES A. CAGASAN	PROSEMY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU