



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092324-0003**

Dept./Office: **RAO**

PR No.: **GF-2024-10-01926**

Date: **10-02-2024**

Section/End-User: **Maria Roberta S. Miraflor**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **RAO-2025 (NEP)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li</b>	pcs	1	16,000.00		16,000.00
<b>Specification:</b>  ?color: White ?item dimension: 14x7x18 inches ?Power source: AC ?Control method: remote ?About the item: ?High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft <sup>2</sup> / 132? in 1 hour, CADR 330m <sup>3</sup> /h. 600 ft <sup>2</sup> fast purification in 25 minutes. Perfect for large / medium rooms and offices. ?Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment. ?UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air. ?Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels. ?Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.						
2	<b>Cartolina, US, Light Blue, at least 160gsm</b>	pcs	50	20.00		1,000.00
3	<b>Cartolina, US, Red, at least 160gsm</b>	pcs	50	14.00		700.00
4	<b>Cartolina, US, Yellow, at least 160gsm</b>	pcs	50	14.00		700.00
5	<b>CONTINGENCY FUND</b>	lot	1	15,000.00		15,000.00
6	<b>Fastener, Paper, plastic, 50 sets/box</b>	boxes	20	40.00		800.00
7	<b>Folder, Expanded, Long (Red)</b>	piece	100	30.00		3,000.00
8	<b>Folder, File, Long, 14pts, White</b>	piece	300	10.00		3,000.00

9	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00		1,430.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00

**Specification:**

bright white, high premium quality

11	Puncher, Heavy Duty	pieces	2	450.00		900.00
12	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
13	Staple Wire, #35	boxes	10	35.00		350.00
14	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box	box of 50's	1	220.00		220.00

**Specification:**

Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box

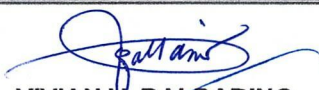



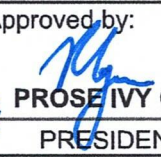
15	Stapler, HD No.35	pc	3	400.00		1,200.00
16	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00

**Specification:**

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

17	Tape, Duct, 2" x 25m, Black/Grey	rolls	2	180.00		360.00
18	Tape, Packaging, 2" x 100 yards, Clear	rolls	5	75.00		375.00
19	Transparent Tape (2")	rolls	10	40.00		400.00
<b>TOTAL</b>						<b>61,655.00</b>

Purpose: Office Use

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>B 10/3/24</i>			Funds Available:  <b>ALICIA M. FLORES</b> <i>2025</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by: 	Noted by: 	Approved by: 		
Printed Name:	<b>MARIA ROBERTA S. MIRAFLOR</b>	<b>MARIA ROBERTA S. MIRAFLOR</b>	<b>PROSE IVY G. YEPES</b>		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>10/3/24</i>		