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PR-2025-0507-270924



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-041525-1104**

Dept./Office: **IAS**

PR No.: **GF-2025-05-00579**

Date: **05-07-2025**

Section/End-User: **Raul Anthony S. Valenzona**

Category: **Office Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **IAS PPMP-2025\_Shredder**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Automatic Paper Shredder Machine Paper Cutter 16 Sheet Capacity</b>	unit	1	20,000.00	MARIA TERESA A. CRUZ	20,000.00

### Specification:

Heavy Duty, Paper Shredder

Size & Specifications

Shred Capacity: 16 sheets; Shred size: 4x40mm; Security level:4

Specs 1: Can shred: CD/DVD, Paper, Card, Paper Clip, Staple

Specs 2: Continuous run time: 30min

Specs 3: Bin capacity: 31L

Specs 4: Machine noise: 58dB

Specs 5: Machine power: 240W

Specs 6: 390x302x615mm

Sales Point 1: German level 4 confidentiality

Sales Point 2: Nitride steel knife, sharp and durable

Sales Point 3: Intelligent induction, Overheat protection, Stop protection, Auto reverse

Sales Point 4: 31L Visible Paper Bucket

Warranty: 1 year

