

SCAN HERE



PR-2025-0808-290066



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092924-0714**PR No.: **GF-2025-08-00966**Date: **08-08-2025**Dept./Office: **USHER**Category: **Office Supplies**Section/End-User: **Clara P. Mercado**Project Title/Code: **USHER PPMP (OFFICE SUPPLIES AND LICENSING) 2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	13	78.00		1,014.00
2	Clear Book Refills, Legal (10pcs/set)	sets	5	42.00		210.00
3	Fastener, Paper, non-rust metal, 50 sets/box	boxes	25	50.00		1,250.00
4	Folder, File, Long, 14pts, White	piece	750	10.00		7,500.00
5	Folder, Pressboard, US, Green, Long	pcs	30	35.00		1,050.00
6	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00		900.00
7	Glue, White, All-purpose, 1 gallon	gallons	4	600.00		2,400.00
8	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00		345.00
9	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	3	115.00		345.00
10	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	15	140.00		2,100.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00		1,950.00
12	Paper, Bond, Long, S-20, 70 gsm	reams	250	286.00		71,500.00
Specification: bright white, high premium quality						
13	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	10	45.00		450.00
14	Puncher, Heavy Duty	pieces	6	450.00		2,700.00
15	Staple Wire, #35	boxes	30	35.00		1,050.00
16	Stapler, HD No.35	pc	3	400.00		1,200.00
17	Tape, Double Sided, 1" x 10m	rolls	7	45.00		315.00

18	5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies	unit	6	450.00		2,700.00
----	--	------	---	--------	--	----------

Specification:

- Description:
- 1. Put the expansion screw into the pipe, then press it into the workbench, do not hit
- 2. Screw in the side frame, note: the groove on the side rail is facing inwards
- 3. Screw into the other side of the frame
- 4. Put in the file tray
- This four-layer file holder keeps working efficiently. Exquisite black surface and metal mesh design for any office interior. With this ambience, you can work comfortably.
- Specifications:
- material: iron
- Colour: Black

19	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	7	85.00	595.00
20	A4 Matte Photo Paper	packs	5	70.00	350.00

Specification:

20 sheets per pack; 140 gsm; double-side

21	Universal Ink - black (1 liter)	btl	5	450.00		2,250.00
22	Universal Ink - CYAN (1 liter)	btl	3	450.00		1,350.00
23	Universal Ink - MAGENTA (1 liter)	btl	2	450.00		900.00
24	Universal Ink - YELLOW (1 liter)	btl	3	450.00		1,350.00
25	Pen, Pentel Pen, Fine blue & black	pcs	10	50.00		500.00
26	Ballpen 50 Pieces, Blue	box of 50's	10	500.00		5,000.00

Specification:

Specification:
Line Weight: 0.5mm
Ink Type: Oil gel ink

27	Certificate Jacket A4	pcs	20	40.00	800.00
----	-----------------------	-----	----	-------	--------

Specification:

- Certificate Jacket A4
- Blue in color

28	Masking Tape, Brown, 2"	rolls	8	70.00		560.00
29	Tape Dispenser, 2" big, any color	piece	5	350.00		1,750.00
30	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	20	1,250.00		25,000.00

Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

31	Photo Sticker Paper, Glossy, A4 size, 20 sheets/pack	pack	5	120.00	600.00
----	---	------	---	--------	--------

Specification:

- Photo Sticker Paper
- Glossy
- A4 size
- 20 sheets/pack

32	Official Record Book (8.5" x 11" 500 pages)	pcs	30	185.00	5,550.00
----	--	-----	----	--------	----------





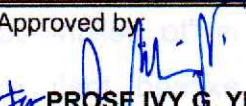
Specification:

Official Record Book (8.5" x 11" 500 pages)

TOTAL

145,534.00

Purpose: FOR OFFICE USE

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  CLARA P. MERCADO	Noted by:  ELWIN JAY V. YU	Approved by:  PROSE IVY G. YEPES
Designation:	Admin Aide III	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 08/18/22