



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	Market Penetrution	1,014.00
2	Clear Book Refills, Legal (10pcs/set)	sets	5	42.00	Historia wa Miliani ili katifi T	210.00
3	Fastener, Paper, non-rust metal, 50 sets/box	boxes	25	50.00	vals joined the marks	1,250.00
4	Folder, File, Long, 14pts, White	piece	750	10.00		7,500.00
5	Folder, Pressboard, US, Green, Long	pcs	30	3 <mark>5</mark> .00	MOTION	1,050.00
6	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00	The methods a cor	900.00
7	Glue, White, All-purpose, 1 gallon	gallons	4	600.00	material and best	2,400.00
87	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00	evim rtf Nosh ater	345.00
9	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	3	115.00	az nes. añd billeoards	345.00
10	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	15	140.00	S MARKET POSÍFIO	2,100.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00	KSC is provided a sivelest a les	1,950.00
12	Paper, Bond, Long, S-20, 70 gsm	reams	250	286.00		71,500.00

bright white, high premium quality

13	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	10	45.00	KFC may have a la	450.00
14	Puncher, Heavy Duty	pieces	6	450.00	ARREST NUMBER IL BUDGOBESE	2,700.00
15	Staple Wire, #35	boxes	30	35.00		1,050.00
16	Stapler, HD No.35	рс	3	400.00		1,200.00
17	Tape, Double Sided, 1" x 10m	rolls	7	45.00		315.00

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

1	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	37,7003	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 Peп, 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

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	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, апу color	piece	5	350.00	1,750.00
1 .511	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	20	1,250.00	25,000.00

Specification:

Specifications:

	70 gsm Weight per Box: 12kg				Landichtvitie VBML htt
	Product Dimension: A4: 8.5in x				
	Color: White				Liter refelte gesent
	Works with laser/inkjet printers,	copiers a	nd fax machine	nd etainulius iyi Xi Si	animospasai yläinistä
	Paper rolls are tightly wound an	d precisely	v cut for high-gu	iality output.	The instroff a feature
	Lint-free, bright white paper.				No.
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	Photo Sticker Paper, Glossy, A4 ize, 20 sheets/pack	pack	5	120.00	600.00 Good and the part of th
S	pecification:				
	Photo Sticker Paper		TEL TERM		op 16, wann an t nit s
	Glossy		usturners.		er bas wouldny .
	• A4 size				ar - dr. mentoliki
	20 sheets/pack				200
	27960pres illere av sit is i				egone zn. zhruse
	Official Record Book (8.5" x 11" 600 pages)	pcs	30	185.00	sia in armet di sibal 5,550.00
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	TOTAL				145,534.00
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