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PR-2025-0519-272790



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-043025-1140**Dept./Office: **DBM**PR No.: **TF-2025-05-00637**Date: **05-19-2025**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Duration: **2025-05-01**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.124**to
2026-06-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	1" double sided tape	pcs	5	120.00		600.00
2	A4 Photo Paper	packs	10	150.00		1,500.00

Specification:

?No Backprint, No Back Print Photopaper Photopapers
 ?Size: A4 (8.25in x 11.75in)
 ?Content: 20 Sheets / pack
 ?Thickness: 230gsm
 ?Kind: Gloss

3	Alcohol, Ethyl, 70% solution, 500mL	btls	10	125.00		1,250.00
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Specification:

?Eliminates at least 99.9% of germs
 ?Safe on skin
 ?At least 70% solution Rubbing alcohol
 ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
 ?Brand offer should be at least 10 years in the market
 ?at least 5 years expiry

4	Ballpen 50 Pieces, Blue	box of 50's	5	500.00		2,500.00
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Specification:

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

5	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	5	100.00		500.00
6	Binder Clip, 2-inch, 12 pcs/box	boxes	5	150.00		750.00

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

7	bond paper, long	ream	10	350.00	3,500.00
8	Cartolina, US, Light Blue, at least 160gsm	pcs	15	20.00	300.00
9	Cartolina, US, Light Green, at least 160gsm	pcs	15	14.00	210.00
10	Cartolina, US, Neon Pink, at least 160gsm	pcs	15	14.00	210.00
11	Certificate Jacket A4	pcs	60	40.00	2,400.00

Specification:

- Certificate Jacket A4
- Blue in color

12	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	30	30.00	900.00
13	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	30	20.00	600.00
14	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	1	880.00	880.00
15	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	10	30.00	300.00
16	Envelope, Documentary, Brown, 150 lbs, Long	pc	50	7.00	350.00
17	Envelope, Expanding, Plastic, Long	pc	20	54.00	1,080.00
18	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	1	495.00	495.00
19	Ink, Refill, for Permanent Marker, Black, 30mL	btls	10	115.00	1,150.00
20	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	10	165.00	1,650.00
21	Laminating Film, A4, 100 shts/box, 250 microns	boxes	1	1,430.00	1,430.00
22	Masking Tape, 1"	rolls	10	60.00	600.00
23	Memo Notebooks, 60 leaves	pieces	150	30.00	4,500.00
24	Mouse Pad, Rubber	pad	3	250.00	750.00

Specification:

- ?Size: Small (200x250mm)
?Color: Black/ Dark Blue

25	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00	8,670.00
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Specification:

bright white, high premium quality

26	Paper, Manila	pcs	100	6.00	600.00
27	Paper, Mimeo, WW, Long, S-18	reams	15	218.00	3,270.00
28	Pen, Permanent Marker, blue, fine tip	pieces	30	60.00	1,800.00
29	Pen, Highlighter, yellow	pieces	10	45.00	450.00

30	Pen, Whiteboard Marker, black	pieces	20	50.00	1,000.00
31	Pencil, Wooden	dozen	5	120.00	600.00

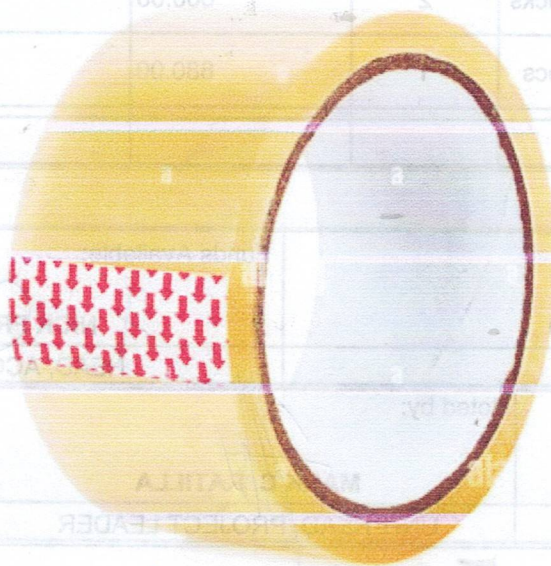
Specification:

Pencil, wooden, HB scale, diameter of graphite: 2-3mm, length: 7-8 inches

32	Puncher, Heavy Duty	pieces	1	450.00	450.00
33	Push Pins	boxes	10	40.00	400.00
34	Ruler, Plastic, 12"	pieces	10	35.00	350.00
35	Scissors, 6" heavy duty, good quality	piece	3	68.00	204.00
36	Scotch Tape 1 inch x 100 meters	rolls	10	40.00	400.00
37	Scotch Tape 4.7cm	pc	5	65.00	325.00

Specification:

Transparent 4.7cm x 50m



alamy

38	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	800.00
39	Stapler, HD No.35	pc	3	400.00	1,200.00
40	Sticker paper	packs	10	95.00	950.00

Specification:

- A4
- 10 pcs/pack
- matte
- white

41	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00	790.00
42	Tape Dispenser, 1" tape, big core, any color	pcs	3	115.00	345.00

43	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	4	250.00	1,000.00
44	Toner TN 114 (Genuine), for Develop Ineo 161/163 Copier	btls	5	3,750.00	18,750.00

Specification:

45	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	pack of 10's	50	60.00	3,000.00
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Specification:

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

46	White Folders, 0.14mm long 100pcs/pack	packs	2	600.00	1,200.00
47	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00	880.00
TOTAL					75,839.00

Purpose: Project

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	SHEILLO G. CATORCE	MARK C. RATILLA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU