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PR-2025-0815-291861



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0477**PR No.: **GF-2025-08-01064**Date: **08-15-2025**Dept./Office: **NCRC-V**Category: **Office Supplies**Duration: **2025-01-01**Section/End-User: **Karla Y. Tomada**Project Title/Code: **EXT-17-TP.CO.008**to  
**2025-12-31**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	20	78.00		1,560.00
2	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	5	60.00		300.00
4	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	5	75.00		375.00
5	Envelope, Documentary, Brown, 150 lbs, Long	pc	50	7.00		350.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00

**Specification:**

bright white, high premium quality

7	Stapler, HD-# 10	pieces	2	120.00		240.00
8	A4 Matte Photo Paper	packs	3	70.00		210.00

**Specification:**

720 sheets per pack; 140 gsm; double-side

9	Double Sided Glossy Photo Paper A4 (50sheets per pack)	pack	2	250.00		500.00
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**Specification:**

- Double Sided Glossy Photo Papers are ideal when it comes to printing photos, with both sides of the paper specially coated which gives prints that maximum shiny finish and vividness that are true to the image. These photo papers doesn't wrinkle or curl during printing and with a nice weight added to it. These are available in A4 & A3 size and in different paper thickness.
- Paper Size - A4
- Number of Sheets - 50
- Paper Texture - Glossy
- Paper Grammage - 220gsm

10	Ballpen 50 Pieces, Blue	box of 50's	25	500.00		12,500.00
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**Specification:**

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

11	expanded envelope legal	pcs	20	25.00	500.00
TOTAL					41,985.00

Purpose: project use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

KARLA Y. TOMADA

Noted by:

CRISLIN B. CRUZ-CORTEZ

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU