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PR-2025-0325-263016



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031425-1037**Dept./Office: **DBM**PR No.: **STF-2025-03-00416**Date: **03-25-2025**Section/End-User: **Sheillo G. Catorce**Category: **Office Supplies**Duration: **2025-03-01**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **EXT-STF-15**to
2026-12-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Cartolina, US, Blue, at least 160gsm	pcs	5	14.00		70.00
3	Cartolina, US, Green, at least 160gsm	pcs	5	20.00		100.00
4	Cartolina, US, Neon Orange, at least 160gsm	pcs	5	20.00		100.00
5	Certificate Jacket A4	pcs	65	40.00		2,600.00
Specification: - Certificate Jacket A4 - Blue in color						
6	Envelope, Expanding, with garter tie, blue, long	pc	65	20.00		1,300.00
7	Neck lanyard or ID sling (black)	pc	65	25.00		1,625.00
8	Notebook, ordinary 60 leaves, 60 gsm	pieces	65	13.00		845.00
9	Paper, Bond, A4, S-20, 70 gsm	reams	2	253.00		506.00
Specification: bright white, high premium quality						
10	Paper, Manila	pcs	50	6.00		300.00
11	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	10	250.00		2,500.00
12	Pen, Permanent Marker, black, broad tip	pieces	20	60.00		1,200.00
13	Pen, Permanent Marker, blue, fine tip	pieces	20	60.00		1,200.00
14	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00

15	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	8	120.00		960.00
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Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

16	Scotch Tape 1 inch x 100 meters	.rolls	10	40.00		400.00
17	Tape, Masking, 2" x 25 yards	rolls	10	95.00		950.00
18	TONER	btl	2	2,000.00		4,000.00

Specification:

Specifications of RICOH MP2014 / IM2702 / M2701 - TONER TYPE 2014HS

- Brand

Ricoh

- SKU

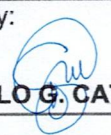
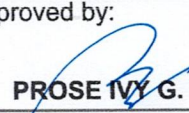
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- Model

Toner Type 2014HS

	TOTAL					20,156.00
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Purpose: Training use

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies <i>p. 3/26/25</i>		HEAD, BUDGET OFFICE <i>W. UNIFORM</i>	
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