



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-032025-1057**

Dept./Office: **BARGO**

PR No.: **IGP-2025-03-00385**

Date: **03-21-2025**

Section/End-User: **Leopoldo S. Escala Jr.**

Category: **Printing Services**

Duration: **2025-03-21**

Funding Source: **Income Generating Project - MOOE**

Project Title/Code: **Graduation Pictorial Services**

to
2025-12-31

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Graduation Pictorial Services	lot	1	2,400,000.00		2,400,000.00

Specification:

The winning bidder will provide the following services for each student:

2.1 Edited Soft Copies (3 Photos per Student)

The bidder must provide three (3) edited soft copies of the following:

- **Photo 1:** Student wearing graduation gown
- **Photo 2:** Student wearing graduation gown and cap.
- **Photo 3:** Student wearing Filipiniana/Barong Tagalog or formal business attire.

2.2 Printed Copies (6 Prints per Student)

The bidder must provide the following printed photos for each student:



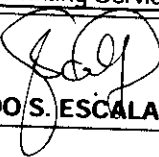
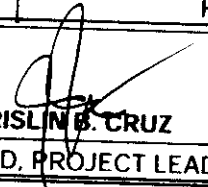
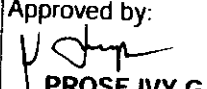
- **1 Photo (8R with frame):** Student in graduation gown and cap.
- **1 Photo (5R):** Student in graduation gown.
- **1 Photo (5R):** Student in Filipiniana/Barong Tagalog or business attire.
- **2 Wallet-sized Photos:** Student in graduation gown and cap.
- **2 Wallet-sized Photos:** Student in graduation gown.

Photopaper should be at least 230gsm thickness, and high gloss type

Frame: 8R, (glass material)

These printed copies must be enclosed in an envelope with the student's name clearly labeled.

with Terms of Reference attached

TOTAL				2,400,000.00	
Purpose: Graduation Pictorial Services					
Checked by:			Funds Available:		
 VIVIAN V. BALBARINO 3/25/25 TWG - Printing Services			 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:		Prepared by:		Noted by:	
Printed Name:		 LEOPOLDO S. ESCALA JR.		 CRISLIN B. CRUZ UNIT HEAD, PROJECT LEADER	
Designation:				 PROSE IVY G. YEPE PRESIDENT, V	