



## PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-06-00406**Date: **06-28-2021**Section/End-User: **Windy O. Tuyan**Category: **Printing Services**Funding Source: **General Fund - MOOE**Project Title/Code: **INFORMATION OFFICE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Printing of 2020 VSU Annual Report</b>	pieces	200	1,000.00	GENARO G. GODOY	200,000.00

**Specification:**

Printing of 2020 VSU Annual Report

Size: Letter

Stock: Cover – Cs2s 220 GSM with Lamination;

Inside – Glossy 100 GSM

Colors: Full colors all pages

Binding: Perfect

Pages: 100 pages inclusive of cover

Copies: 200 pieces

Full laser print with vibrant colors and clean print copies. Bidder must provide sample of previous laser printouts for evaluation of the requesting party. Bidders should be within 100-kilometer radius of Baybay City with transport of printed copies delivered only by land. Full delivery must be accomplished within 5 days upon receipt of layout from VSU to the winning printing press.

<b>TOTAL</b>						<b>200,000.00</b>
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Purpose: For Printing of 2020 VSU Annual Report

Checked by:

**JED ASAPH D. CORTES**

TWG - Printing Services

Funds Available:

**MYRNA S. PANCITO**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

**WINDY O. TUYAN**

Designation:

END USER

Noted by:

**ULDERICO B. ALVIOLA**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU