

to: MMDC

SCAN HERE



PR-2024-1113-234702

11-18-2404



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-101124-0776**

Dept./Office: **MMDC**

Section/End-User: **Windy O. Tuyan**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2024-11-03129**

Date: **11-13-2024**

Category: **Printing Services**

Project Title/Code: **UIMC-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of the VSU Annual Report 2023	copies	200	1,000.00		200,000.00

### Specification:

- Size: Letter
- Cover: CS 220 gsm with lamination
- Inside Pages: Glossy 100 gsm
- Colors: Full colors all pages
- Binding: Perfect
- Pages: 100 inclusive of cover
- Full laser print with vibrant colors and clean print copies. Bidder must provide sample of previous printouts for evaluation of the requesting party. Full delivery must be accomplished within 10 working days upon receipt of the final layout in Adobe Indesign from VSU..

	<b>TOTAL</b>					<b>200,000.00</b>
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Purpose: For office uses.

Checked by:		Funds Available:	
 <b>MARIANE U. DELA PEÑA</b> TWG - Printing Services		 <b>ALICIA M. FLORES</b> 201-25 HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>WINDY O. TUYAN</b>	 <b>ULDERICO B. ALVIOLA</b>	 <b>PROSE IVY G. YEPES</b>
Designation:		<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>