



STF-2020-11-00786

PPMP #: 61-1-944-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **OVPRE**PR #: **STF-2020-11-00786**Date: **11-16-2020**Section/End-User: **Kimberly V. Caingcoy**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **OVPRE-ATR**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of Annals of Tropical Research Vol. 43 No. 1 (2021)	copies	50	700.00		35,000.00

Specification:

Annals of Tropical Research Vol. 43 No. 1 January-June (2021)

6.5 x 9.5 portrait

153 inside pages (80gsm), 38 pages for color sep

Inside page material: C2S80

2 cover pages, laminated matte non-glossy (300gsm), for color sep

Cover page material: C2S300

-Durable binding to prevent pages from detaching easily

-Even & smooth binding to ensure that no part between gutters will bulge or sag

-Adequate space from the bound edge to the gutter

-Printing press bidder must be:

1. based in and with office and printing facilities within 130km from VSU for ease & efficiency in supervision of work & making necessary corrections & improvement in printing

2. able to print one copy of the ATR journal within five working days after corrections and final proof approval by the editor in chief

3. able to deliver to ATR Office the rest of the copies of the journal within a month after corrections and final proof approval by the editor-in-chief

	TOTAL					35,000.00
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Purpose: For Printing of Annals of Tropical Research Journal

Checked by:	Funds Available:
JED ASAPH D. CORTES	MYRNA S. PANCITO
TWG - Printing Services	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	KIMBERLY V. CAINGCOY	OTHELLO B. CAPUNO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU