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PR-2023-0814-137946

08/14/23



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

PURCHASE REQUEST

PPMP No. : 7-2-1957-2024-7-0-1

Dept./Office: DDC

PR No.: GF-2023-08-01648

Date: 08-14-2023

Section/End-User: Liza Ann C. Jagonos

Category: Office Equipment

Funding Source: General Fund - CO

Project Title/Code: DDC NEP Tier 1 (IT Equipment)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Digital Color Multifunction (3in1) Copy, Print & Scan Photocopier Machine	unit	1	200,000.00	CHRISTINA A. GABRILLO	200,000.00

Specification:

Digital Color Multifunction (3in1) Copy, Print & Scan Photocopier Machine

Print/Copy Speed: Color/Mono Speed: 25 ppm

Print resolution: 1200 x 2400 dpi

Memory Capacity: 4GB

Storage Device Capacity: 128GB

Colour Capability: Full Color

Magnification/zoom: 25 to 400% (Reduce/Enlarger)

Original Size: Maximum of 297 x 432 mm (A3, 11x17") For both Sheet and Book

Paper Size: Letter, A4, Legal, Long, Max.: A3, 11x17" Min.: A5 [Postcard (100x148mm)]

Paper Weight: 60 to 256 gsm

Paper Tray: Tray 1: 500 sheets Tray 2: 500 sheets & Bypass Tray: 100 sheets

Duplex: Automatic Document Feeder, automatic Back to Back Electronic Sorting

Interface: Standard ethernet 1000BASE-T/100BASE-TX/10BASE-T, USB2.0, Network Ready

Inclusion: Pre-installed CMYK Toner Initial (10,000 copies)

Metal Pedestal Drawer w/ Wheels

Power cords, CD's Installer & User Manual

Manufacturer Certificate


USB Port Cable

Free Delivery & Installation Onsite

Warranty: 1 Year Parts Warranty

Lifetime Free Service with Regular Monthly

Preventive Maintenance Check-up Onsite

TOTAL				200,000.00	
Purpose: for office use					
Checked by:			Funds Available:		
 LEO A. MAMOLO			 ALICIA M. FLORES <i>mo=1st '24</i>		
TWG - Office Equipment			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:	
Printed Name:	LIZA ANN C. JAGONOS	CHRISTINA A. GABRILLO		EDGARDO E. TULIN	
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	