

SCAN HERE



PR-2024-1008-228579



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0541**

PR No.: **STF-2024-10-02355**

Date: **10-08-2024**

Dept./Office: **CAFS**

Category: **Office**

Section/End-User: **Remenita J. Solis**

Equipment and Appliances

Funding Source: **Special Trust Fund**

Project Title/Code: **CAFS STF-Lab. Share 2025**

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		200,000.00

Specification:

Digital Color Multifunction (3-in-1) Copy, Print & Scan Photocopier Machine

Functionality:

- Copy
- Print
- Scan

Print/Copy Speed:

- Color/Mono: 25 pages per minute (ppm)

Print Resolution:

- 1200 x 2400 dpi

Memory Capacity:

- 4GB

Storage Device Capacity:

- 128GB

Color Capability:

- Full Color

Magnification/Zoom:

- 25% to 400% (Reduce/Enlarge)

Original Size:

- Maximum: 297 x 432 mm (A3, 11x17")

- **Sheet and Book**

Paper Size:

- **Letter**
- **A4**
- **Legal**
- **Long**
- **Maximum:** A3, 11x17"
- **Minimum:** A5 [Postcard (100x148mm)]

Paper Weight:

- **60 to 256 gsm**

Paper Trays:

- **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
- **USB 2.0**
- **Network Ready**

Inclusion:

- **Pre-installed CMYK Toner Initial:** 10,000 copies
- **Metal Pedestal Drawer with Wheels**
- **Power Cords**
- **CDs Installer & User Manual**
- **Manufacturer Certificate**
- **USB Port Cable**

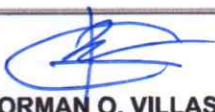
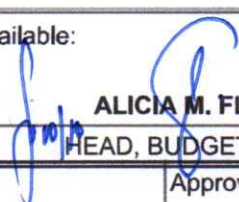

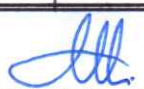
Free Services:

- **Delivery & Installation Onsite**
- **1 Year Parts Warranty**
- **Lifetime Free Service with Regular Monthly Preventive Maintenance Check-up Onsite**

2	Laminator Machine, A3	unit	1	5,000.00		5,000.00
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Specification:

- **Type:** Laminator Machine
- **Size Compatibility:** A3 & A4
- **Features:**
 - Heavy-duty construction
 - Infrared heating system

<ul style="list-style-type: none"> ◦ Adjustable temperature control ◦ Overheating protection 						
	TOTAL					205,000.00
Purpose: CAFS Dean's Office use						
Checked by:  NORMAN O. VILLAS				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
TWG - Office Equipment and Appliances						
Signature:	Prepared by:	Noted by:			Approved by:	
Printed Name:	 REMENTA J. SOLIS	 SUZETTE B. LINA			PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	