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PR-2023-0905-143083

09/06/23



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

PURCHASE REQUEST

PPMP No. : 247-4-797-2023-8-0-0

PR No.: TF-2023-09-02162

Date: 09-05-2023

Dept./Office: ULC

Category: **Scanning Services**

Duration: 2023-09-20

Section/End-User: **Geraldine T. Baro**

to

2023-11-20

Funding Source: **Trust Fund**

Project Title/Code: 20201050-7.2

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Book Scanning and Indexing Services for at least 303 titles of Filipiniana books packaged for the following: Mobilization and Demobilization (Fare, accommodation, meals, freight and handling of equipment, supplies/COVID-19-related expenses; Document sorting, creating digital images (image resolution with at least 300dpi) cleaning pdf, running quality control check, indexing, data storage, and integration of digitized output into the Visayas State University Website/Destiny Management System (Adding of metadata)	books	1 <i>package</i>	700,000.00	VICENTE A. GILOS	700,000.00

Specification:

This project grant from NCCA ranges at least 2-3 months within (September-November 2023). Liquidation will be done in December 2023 based on the contract.

TOTAL						700,000.00
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Purpose: For the digitization of at least 303 titles of Filipiniana materials (NCCA Project Grant)

Checked by:	<i>[Signature]</i> MARLON G. BURLAS	Funds Available:	<i>[Signature]</i> NICK FREDDY R. BELLO JR.
	TWG - Scanning Services		HEAD, ACCOUNTING OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	GERALDINE T. BARO	VICENTE A. GILOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU