

SCAN HERE



PR-2024-1008-229082



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0491**PR No.: **GF-2024-10-02300**Date: **10-08-2024**Dept./Office: **DPBG**Category: **Office**Section/End-User: **Noreen Kaye N. Aure****Equipment and Appliances**Funding Source: **General Fund - MOOE**Project Title/Code: **PROCUREMENT 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Heavy Duty Office Printer,Scanner and Photocopier</b>	pcs	1	25,000.00		25,000.00

### Specification:

#### Printer Type:

- Functions: Print, Scan, Copy, Fax with ADF (Automatic Document Feeder)

#### Printing Speed:

- Photo Default (10 x 15 cm / 4 x 6"):
  - Border: Approx. 69 sec per photo
  - Borderless: Approx. 90 sec per photo
- Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm
- ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm
- First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec

#### Copy Function:

- Copy Quality: Draft / Standard / Best Quality
- Maximum Copies from Standalone: 99 copies
- Reduction / Enlargement: 25% – 400%, Auto Fit Function
- Maximum Copy Resolution: 600 x 600 dpi
- Maximum Copy Size: Legal
- ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm

#### Scan Function:

- Scanner Type: Flatbed Colour Image Scanner
- Sensor Type: CIS (Contact Image Sensor)
- Optical Resolution: 1200 x 2400 dpi
- Maximum Scan Area: 216 x 297 mm (8.5 x 11.7")
- Scanner Bit Depth (Colour): 48-bit input, 24-bit output
- Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output
- Scanner Bit Depth (Black & White): 16-bit input, 1-bit output
- Scan Speed (Flatbed / ADF Simplex):
  - 200 dpi, Black: 12 sec / 4.5 ipm

o 200 dpi, Colour: 29 sec / 4.5 ipm

**TOTAL**

**25,000.00**

Purpose: 1. Purchase of office supplies and materials for the improvement and maintenance of the workplace and digitalization of the

Checked by:

  
**NORMAN O. VILLAS**

Funds Available:

  
**ALICIA M. FLORES**

TWG - Office Equipment and Appliances

**HEAD, BUDGET OFFICE**

Signature:

Prepared by:

  
**NOREEN KAYE N. AURE**

Noted by:

  
**JERRY B. SANGUILLOSA**

Approved by:

  
**PROSE IVY G. YEPES**

Printed Name:

Designation:

**UNIT HEAD, PROJECT LEADER**

**PRESIDENT, VSU**