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PR-2025-0815-291779



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-071725-1311**PR No.: **GF-2025-08-01040**Date: **08-15-2025**Dept./Office: **DSEd**

Category: **Office
Equipment and Appliances**

Section/End-User: **Ashierah Rhyce B. Esco**

Project Title/Code: **DSEd-GF Incentives from the
topnotchers and 100% passing rate LEPT 2025**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper shredder machine, heavy duty	pieces	1	12,000.00		12,000.00

Specification:

- Shred Type: Cross Cut
- Maximum Sheet Capacity (70 gsm): 10 sheets
- Waste Container Capacity: 21 liters
- Power Source: 220 - 240 VAC

2	Heavy Duty Office Printer, Scanner and Photocopier	pcs	2	25,000.00		50,000.00
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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:

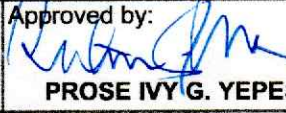
- Scanner Type: Flatbed Colour Image Scanner

- 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
 - 200 dpi, Colour: 29 sec / 4.5 ipm

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	TOTAL					62,000.00
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Purpose: For Office Use

Checked by:  NORMAN O. VILLAS		Funds Available:  ALICIA M. FLORES <i>CF MW - 25</i>	
TWG - Office Equipment and Appliances		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	ASHIERAH RHYCE B. ESCO	CHRISTY M. DESADES	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU