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PR-2025-0312-260604



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031225-1025**Dept./Office: **IAS**PR No.: **STF-2025-03-00343**Date: **03-12-2025**Section/End-User: **Leonardo S. Toraja Jr.**Category: **Office Equipment**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **IAS-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	unit	1	21,000.00		21,000.00

Specification:

- **Design:** Compact integrated tank design
- **Print Speeds:**
 - Black: Up to 15 ipm (images per minute)
 - Color: Up to 8.0 ipm
- **Auto-Duplex Printing:** Yes
- **Additional Features:**
 - Fax capability
 - Automatic Document Feeder (ADF)
 - Ethernet & Wi-Fi Direct
- **Borderless Printing:** Up to A4 size
- **Ink Refilling:** Spill-free
- **Control Panel:** 2.4" Color LCD Touch Panel

2	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	sets	4	49,000.00		196,000.00
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Specification:

- **Processor:** Intel® Core i5 12th Gen with Intel® UHD Graphics 730 or higher
- **Motherboard:**
 - Intel® H610 Chipset for 12th Gen Intel® Core™ Series Processors
 - Dual Channel Non-ECC Unbuffered DDR4, 2 DIMMs
 - 6+1+1 Hybrid Digital VRM Design
 - Intel® GbE LAN
 - NVMe PCIe 3.0 x4 M.2
 - High Quality Audio Capacitors and Audio Noise Guard
 - mATX form factor or higher
- **RAM:** 16GB DDR4 3200 MHz or higher
- **Storage:**
 - SSD: 512GB NVMe PCIe Gen 3x4
 - HDD: 1TB 7200 RPM
- **Power Supply:** 650W 80 Plus Bronze Certified

- **Casing:** mATX casing with transparent acrylic side panel
- **Monitor:** 24" IPS, 72% NTSC color gamut with 75Hz refresh rate
- **Keyboard and Mouse Combo:**
 - Spill-resistant design
 - Keyboard with up to 5 million keystrokes (excluding number lock key)
 - Full-sized ambidextrous optical mouse
- **Operating System:** Genuine Windows 11

3	Document Scanner (2 sided colour scan)	pc	1	27,000.00		27,000.00
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Specification:

- **Scan Speed:**
 - 40 ppm (pages per minute)
 - 80 ipm (images per minute) for 2-sided color scanning
- **Document Capacity:** 50-sheet mixed batch, from double-sided A4 paper to embossed plastic cards
- **Drivers:** Supports TWAIN, WIA, ICA, SANE drivers for optimum performance
- **Resolution:** High resolution scanning up to 1,200 dpi
- **Direct Scanning:** Scan directly to USB mass storage device for PC-free scanning
- **Software:** Professional software suite included

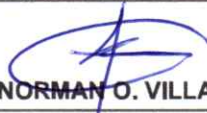
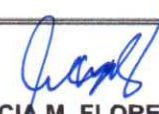
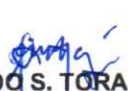
4	UPS 1000VA-600W Uninterruptible Power Supply	unit	4	6,500.00		26,000.00
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Specification:

- **Output Capacity:** 1000 VA / 600 W
- **Output (on Battery):** 220V-240V, 50/60Hz $\pm$ 1Hz
- **Input Power:** 220V-240V, 50/60Hz $\pm$ 5Hz (auto sensing)
- **AVR:** Boosts low voltages up to 18%, trims high voltages by 15%
- **Battery Recharge Time:** 6-8 hours
- **Number of Outlets:** 4
- **Dimension:** 30.5 cm x 16.05 cm x 9.25 cm
- **Battery Type:** Maintenance-free sealed Lead-Acid battery with suspended electrolyte: leakproof
- **Features:** AVR Technology, Surge Protection, Easy to Use

	TOTAL					270,000.00
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Purpose: office use

Checked by:  NORMAN O. VILLAS TWG - Office Equipment		Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:  LEONARDO S. TORAJA JR.	Noted by:  MARIA TERESA A. CRUZ UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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PPMP-2025-0312-260476

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **Internal Audit Service**

CHARGED TO **STF-MOOE**

Project, Programs and Activities (PPAs):

Office use

PPMP #: **PPMP-2025-031225-1025**

Project Code: **IAS-2025**

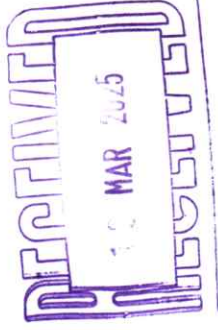
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Office Equipment															
	All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	1 unit	21,000.00	NP - Small Value Procurement				1								
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	4 sets	196,000.00	NP - Small Value Procurement				4								
	Document Scanner (2 sided colour scan)	1 pc	27,000.00	NP - Small Value Procurement				1								
	UPS 1000VA-600W Uninterruptible Power Supply	4 unit	26,000.00	NP - Small Value Procurement				4								
	Sub-Total		270,000.00													
	TOTAL BUDGET:		270,000.00													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: 
LEONARDO S. TORAJA JR.

Submitted by: 
MARIA TERESA A. CRUZ
Unit Head/Project Leader

Date: 03/12/2025




ALICIA M. FLORES
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