

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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-071224-0273**

Dept./Office: **IEO**

PR No.: **GF-2024-07-01430**

Date: **07-25-2024**

Section/End-User: **Kate Andrea D. Otero**

Category: **Office Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU-FTP-2024-1(13)**

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

Specification:

Printer Type:

Print, Scan, Copy, Fax with ADF

Photo Default - 10 x 15 cm / 4 x 6 ":Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) *1Draft, A4 (Black / Colour):Up to 33 ppm / 15 ppm *1ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm *1First Page Out Time from Ready Mode (Black / Colour):Approx. 10 sec / 16 sec *1

Copy Quality:Draft / Standard / Best QualityMaximum Copies from Standalone:99 copiesReduction / Enlargement:25 – 400 %, Auto Fit FunctionMaximum Copy Resolution:600 x 600 dpiMaximum Copy Size:LegalISO 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

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)):

200dpi, Black: 12 sec / 4.5 ipm

200dpi, Colour: 29 sec / 4.5 ipm

2	Paper shredder machine, heavy duty	pieces	1	12,000.00		12,000.00
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Specification:

?Shred Type: Cross Cut

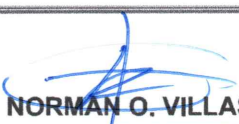
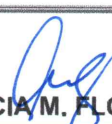
?Maximum Sheet capacity(70gsm) : 10 Sheets



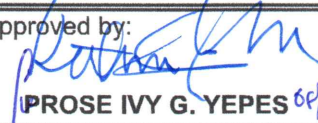
?Waste Container capacity: 21 Liters

?Power Source: 220 - 240 VAC

	TOTAL					37,000.00
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Purpose: for office use

Checked by:	Funds Available:
 NORMAN O. VILLAS	 ALICIA M. FLORES
TWG - Office Equipment	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
	 KATE ANDREA D. OTERO	 MA. RACHEL KIM L. AURE	 PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU