



## PURCHASE REQUEST

PI- OSE

Dept./Office: **MMDC**

PR #: **STF-2021-06-00407**

Date: **06-28-2021**

Section/End-User: **Windy O. Tuyan**

Category: **Printing Services**

Funding Source: **Special Trust Fund**

Project Title/Code: **INFORMATION OFFICE-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Printing of Brand Book</b>	pieces	200	1,000.00	GENARO G. GODOY	200,000.00

**Specification:**

Printing of Brand Book

Size: Letter

Stock: Cover - Cs2s 220 GSM w/lamination,

Inside - Glossy, 100 GSM

Colors: Full colors all pages

Binding: Perfect

Pages: 100 pages inclusive of cover

Copies: 200 pieces

Full laser print -Full laser print with vibrant colors and clean print copies. Bidder must provide sample of previous laser printouts for evaluation of the requesting party. Bidders should be within 100-kilometer radius of Baybay City with transport of printed copies delivered only by land. Full delivery must be accomplished within 5 days upon receipt of layout from VSU to the winning printing press.

<b>TOTAL</b>						<b>200,000.00</b>
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Purpose: For Printing Brand Book for the University

Checked by:  <b>JED ASAPH D. CORTES</b> TWG - Printing Services		Funds Available: <i>PI- MMDC OSE</i>  <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE <i>PI- MMDC</i>	
Signature:	Requested by: <i>W. Tuyan</i> <b>WINDY O. TUYAN</b>	Noted by: <i>J. Cortes</i> <b>JED ASAPH D. CORTES</b>	Approved by: <i>E. Tulin</i> <b>EDGARDO E. TULIN</b>
Printed Name:	<b>WINDY O. TUYAN</b>	<b>JED ASAPH D. CORTES</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>