



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



PURCHASE REQUEST

Dept./Office: **MMDC**

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

Funding Source: **General Fund - MOOE**

PR No.: **GF-2022-03-00261**

Date: **03-23-2022**

Category: **Printing Services**

Project Title/Code: **UNIVERSITY INTEGRATED MEDIA CENTER-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of Sintra Boards for 2022 Graduation	lot	1	20,000.00		20,000.00
Specification: Sintra boards of various sizes totaling 10 sq m. for use during the 2022 Graduation around September; Specifications to be arranged with Production Team shortly before printing.						
2	Printing of Sintra Boards for 2022 VSU Anniversary	lot	1	20,000.00		20,000.00
Specification: Sintra boards of various sizes totaling 10 sq m. for use during the 2022 Anniversary in April/May; Specifications to be arranged with Production Team shortly before printing.						
3	Printing of the Communications and Publication Relations Manual	copies	50	700.00		35,000.00
Specification: Size: Letter Cover: CS2 220 gsm with lamination Inside pages: Glossy 100 gsm Colors: Full colors all pages Binding: Perfect Pages: 60 inclusive of cover						
4	Printing of the Obelisk Newsletter 2021	pieces	1000	240.00		240,000.00
Specification: Broadsheet 560 x 432 mm 80 GSM Full colors all pages 24 pages / volume Volumes per quarter 1 - January to March - 250 copies 2 - April to June - 250 copies						

3 - July to September - 250 copies

4 - October - 250 copies

Printing will be done in batches according to volume. Full delivery of the batch must be accomplished within 10 working days upon receipt of final layout in Adobe InDesign from VSU.

5	Printing of the VSU Annual Report 2021	copies	200	1,000.00		200,000.00
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Specification:

Size: Letter

Cover: CS2 220 gsm with lamination

Inside pages: Glossy 100 gsm

Colors: Full colors all pages

Binding: Perfect

Pages: 100 inclusive of cover

Full laser print with vibrant colors and clean print copies. Bidder must provide sample of previous similar printouts for evaluation of the requesting party. Full delivery must be accomplished within 10 working days upon receipt of the final layout in Adobe InDesign from VSU.

6	Printing of the Web Operations Manual	copies	20	700.00		14,000.00
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Specification:

Size: Letter

Cover: CS2 220 gsm with lamination

Inside pages: Glossy 100 gsm

Colors: Full colors all pages

Binding: Perfect

Pages: 60 inclusive of cover

TOTAL

529,000.00

Purpose: For Printing Services

Checked by:


JED ASAPH D. CORTES

TWG - Printing Services

Funds Available:


ALICIA M. FLORES

HEAD BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:


WINDY O. TUYAN

END USER

Noted by:


ULDERICO B. ALVIOLA

UNIT HEAD, PROJECT LEADER

Approved by:


EDGARDO E. TULIN

PRESIDENT, VSU