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PR-2024-1008-228579



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0541** PR No.: **STF-2024-10-02355** Date: **10-08-2024**
Dept./Office: **CAFS** Category: **Office**
Section/End-User: **Remenita J. Solis** **Equipment and Appliances**
Funding Source: **Special Trust Fund** Project Title/Code: **CAFS STF-Lab. Share 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Digital Color Multifunction (3in1) Copy, Print & Scan Photocopier Machine	unit	1	200,000.00		200,000.00

Specification:

Digital Color Multifunction (3-in-1) Copy, Print & Scan Photocopier Machine

Functionality:

- Copy
- Print
- Scan

Print/Copy Speed:

- Color/Mono: 25 pages per minute (ppm)

Print Resolution:

- 1200 x 2400 dpi

Memory Capacity:

- 4GB

Storage Device Capacity:

- 128GB

Color Capability:

- Full Color

Magnification/Zoom:

- 25% to 400% (Reduce/Enlarge)

Original Size:

- Maximum: 297 x 432 mm (A3, 11x17")

- **Sheet and Book**

Paper Size:

- Letter
- A4
- Legal
- Long
- Maximum: A3, 11x17"
- Minimum: A5 [Postcard (100x148mm)]

Paper Weight:

- 60 to 256 gsm

Paper Trays:

- Tray 1: 500 sheets
- Tray 2: 500 sheets
- Bypass Tray: 100 sheets

Duplex:

- Automatic Document Feeder
- Automatic Back-to-Back Electronic Sorting

Interface:

- Standard Ethernet: 1000BASE-T/100BASE-TX/10BASE-T
- USB 2.0
- Network Ready

Inclusion:

- Pre-installed CMYK Toner Initial: 10,000 copies
- Metal Pedestal Drawer with Wheels
- Power Cords
- CDs Installer & User Manual
- Manufacturer Certificate
- USB Port Cable


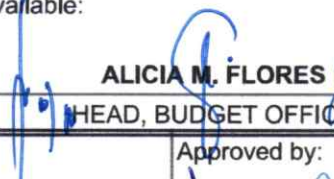



Free Services:

- Delivery & Installation Onsite
- 1 Year Parts Warranty
- Lifetime Free Service with Regular Monthly Preventive Maintenance Check-up Onsite

2	Laminator Machine, A3	unit	1	5,000.00		5,000.00
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Specification:

- Type: Laminator Machine
- Size Compatibility: A3 & A4
- Features:
 - Heavy-duty construction
 - Infrared heating system

<ul style="list-style-type: none"> ◦ Adjustable temperature control ◦ Overheating protection 					
TOTAL					205,000.00
Purpose: CAFS Dean's Office use					
Checked by:			Funds Available:		
 NORMAN O. VILLAS			 ALICIA M. FLORES		
TWG - Office Equipment and Appliances			HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:		Noted by:		Approved by:
	 REMENTA J. SOLIS		 SUZETTE B. LINA		 PROSE IVY G. YEPES
			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU