



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



**PURCHASE REQUEST**

PPMP No. : 51-5-944-2024-7-0-0

Dept./Office: **ATRO**

Section/End-User: **Kimberly V. Caingcoy**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2023-08-01841**

Date: **08-17-2023**

Category: **Printing Services**

Project Title/Code: **OVPREI-ATR.OC**

| Item # | Item Description  | Unit | Qty | Unit Cost | PAR/ICS              | Total Cost |
|--------|---|------|-----|-----------|----------------------|------------|
| 1      | Printing of Annals of Tropical Research Vol. 46 No. 1 (January-June 2024) | pcs  | 50  | 900.00    | KIMBERLY V. CAINGCOY | 45,000.00  |

**Specification:**

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Annals of Tropical Research Volume 46 No. 1 (January-June 2024)

6.5x9.5 portrait

150 inside pages (80gsm), 30 pages for color sep

Inside page material: C2S80

2 cover pages, laminated matte non-glossy (300gsm), for color sep

Cover page material: C2S300

-Durable binding to prevent pages from detaching easily

-Even and smooth binding to ensure that no part between gutters will bulge or sag

-Adequate space from the bound edge to the gutter

-Printing press bidder must be:

1. Based in and with office and printing facilities within 130km from VSU for ease & efficiency in the supervision of work & making necessary corrections & improvements in printing
2. Able to print one copy of the ATR journal within five working days after corrections and final proof approval by the editor-in-chief
3. Able to deliver to ATR Office the rest of the copies of the journal within a month after corrections and final proof approval the editor-in-chief.

|   |  |     |    |        |                      |           |
|---|--|-----|----|--------|----------------------|-----------|
| 2 | Printing of Annals of Tropical Research Vol. 46 No. 2 (July-December 2024) | pcs | 50 | 900.00 | KIMBERLY V. CAINGCOY | 45,000.00 |
|---|--|-----|----|--------|----------------------|-----------|

**Specification:**

**Specification:**

Annals of Tropical Research Volume 46 No. 2 (July-December 2024)

6.5x9.5 portrait

165 inside pages (80gsm), 43 pages for color sep

Inside page material: C2S80

2 cover pages, laminated matte non-glossy (300gsm), for color sep

Cover page material: C2S300

- Durable binding to prevent pages from detaching easily

- Even and smooth binding to ensure that no part between gutters will bulge or sag






- Adequate space from the bound edge to the gutter

**-Printing press bidder must be:**

1. Based in and with office and printing facilities within 130km from VSU for ease & efficiency in the supervision of work & making necessary corrections & improvements in printing
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|  |       |  |  |  |  |           |
|--|-------|--|--|--|--|-----------|
|  | TOTAL |  |  |  |  | 90,000.00 |
|--|-------|--|--|--|--|-----------|

**Purpose:** Printing of Annals of Tropical Research

|   |   |  |  |
|---|---|--|--|
| Checked by:  |   | Funds Available:  |  |
| JUDE NONIE A. SALES   |   | ALICIA M. FLORES <i>for</i> <i>REJ 2024</i>  |  |
| TWG - Printing Services   |   | HEAD, BUDGET OFFICE  |  |
| Signature:  | Requested by:  | Noted by:           | Approved by:  |
| Printed Name:   | KIMBERLY V. CAINGCOY  | VICTOR B. ASIO   | EDGARDO E. TULIN   |
| Designation:  | END USER  | UNIT HEAD, PROJECT LEADER  | PRESIDENT, VSU   |