



## PURCHASE REQUEST

Dept./Office: **OVPREI**PR #: **GF-2021-11-01581**Date: **11-19-2021**Section/End-User: **Marilou L. Sta. Iglesia**Category: **Printing Services**Funding Source: **General Fund - MOOE**Project Title/Code: **RPO.A.III.C (overhead cost)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	<b>Printing of 2020 Undergraduate Research Digest/Book of Abstracts</b>	pcs	400	150.00		60,000.00
<b>Specification:</b>  <i>Specifications:</i> <ul style="list-style-type: none"> <li>• Size: A4</li> <li>• Cover: CS2 200 gsm</li> <li>• Inside pages: Book paper 100 gsm</li> <li>• Colors: Full colors Front and back cover; Gray-scale for inside pages</li> <li>• Binding: Saddle-stitch</li> <li>• Pages: 100 inclusive of cover</li> <li>• Copies: 200 copies</li> </ul> <p><i>Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 2 weeks of end-user's submission of final draft in Adobe InDesign.</i></p>						
2	<b>Printing of 2022 Directory of University Experts</b>	pcs	250	1,000.00		250,000.00

**Specification:***Specifications:*

- 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
- Copies: 250 copies

*Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 2 weeks of end-user's submission of final draft in Adobe InDesign.*

3	<b>Printing of RDE Highlights Newsletter 2021</b>	pcs	500	120.00		60,000.00
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**Specification:***Specifications:*

- Size: Letter
- Pages: 12 pages
- Paper: CS2 100 gsm
- Printing: Full color
- Binding: Saddle-stitch
- Volumes: I - January to June 2021; II - July to December 2021
- Copies: 250 copies per volume; Total = 500 copies

*Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 2 weeks of end-user's submission of final draft in Adobe InDesign.*

4	<b>Printing of Research Digest/Book of Abstracts (5 volumes) - BnW Version</b>	pcs	750	180.00		135,000.00
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**Specification:***Specifications:*

- Size: A4
- Cover: CS2 200 gsm
- Inside pages: Book paper 100 gsm
- Colors: Full colors Front and back cover; Gray-scale for inside pages
- Binding: Saddle-stitch
- Pages: 60 inclusive of cover
- Copies: 150 copies per volume x 5 volumes = 750 copies

*Volumes:*

- I - 1996-2000
- II - 2001-2005
- III - 2006-2010
- IV - 2011-2015
- V - 2016-2020

*Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 2 weeks of end-user's submission of final draft in Adobe InDesign.*

5	<b>Printing of Research Digest/Book of Abstracts (5 volumes) - Colored Version</b>	pcs	150	700.00		105,000.00
6	<b>Printing of the 2021 Annual In-House Review Proceedings</b>	pcs	150	160.00		24,000.00

**Specification:**

*Specifications:*

- Size: A4
- Cover: CS2 200 gsm
- Inside pages: Book paper 100 gsm
- Colors: Full colors Front and back cover; Gray-scale for inside pages
- Binding: Saddle-stitch
- Pages: 60 inclusive of cover
- Copies: 150 copies

*Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 2 weeks of end-user's submission of final draft in Adobe InDesign.*



7	<b>Printing of the 2021 OVPREI Annual Report</b>	pcs	150	600.00		90,000.00
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**Specification:**

*Specifications:*

- Size: A4
- Cover: CS2 200 gsm
- Inside pages: Book paper 100 gsm
- Colors: Full colors All pages
- Binding: Saddle-stitch
- Pages: 100 inclusive of cover
- Copies: 150 copies

*Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 2 weeks of end-user's submission of final draft in Adobe InDesign.*

TOTAL						724,000.00	
Purpose: Research catalog purposes							
Checked by:				Funds Available:			
 <b>JEO ASAN D. CORTES</b> TWG - Printing Services				 <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE			
Signature:	Requested by:		Noted by:		Approved by:		
Printed Name:	<b>MARILOU L. STA. IGLESIA</b>		<b>ROSA OPHELIA D. VELARDE</b>		<b>EDGARDO E. TULIN</b>		
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		