



PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-06-00408**Date: **06-28-2021**Section/End-User: **Windy O. Tuyan**Category: **Printing Services**Funding Source: **General Fund - MOOE**Project Title/Code: **WEBTEAM-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of VSU Obelisk Newsletter	pieces	250	960.00	GENARO G. GODOY	240,000.00

Specification:

Printing of VSU Obelisk Newsletter (Proposed budget is 240,000.00 at 60,000.00 per

quarter from January to March, April to June, July to September and October to December).

size: Broadsheet 560 x 432mm

Thickness: 80 GSM

Colors: Full colors all pages

Pages: 24 pages

Copies: 250 copies

Full colored 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.

	TOTAL					240,000.00
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Purpose: For Printing of VSU Obelisk Newsletter for the University

Checked by:		Funds Available:	
 JED ASAPH D. CORTES TWG - Printing Services		 MYRNA S. PANCITO HEAD, BUDGET OFFICE <i>nlc printing</i>	
Signature:	Requested by:	Noted by:	Approved by:
	 WINDY O. TUYAN	 ULDERICO B. ALVIOLA	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU