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PR-2024-0212-177771

2/21/24



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

TO MMDC

PURCHASE REQUEST

PPMP No. : 131-5-1544-2024-0-0-4

Dept./Office: **MMDC**PR No.: **GF-2024-02-00488**Date: **02-12-2024**Section/End-User: **Windy O. Tuyan**Category: **Printing Services**Funding Source: **General Fund - MOOE**Project Title/Code: **UIMC-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of the VSU Annual Report 2022	copies	200	1,000.00		200,000.00

Specification:

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Size: Letter

Cover: CS 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 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.

TOTAL						200,000.00
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Purpose: For office uses.

Checked by:		Funds Available:	
	ULDERICO B. ALVIOLA		ALICIA M. FLORES
	TWG - Printing Services		HEAD, BUDGET OFFICE
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:			
Designation:	WINDY O. TUYAN	ULDERICO B. ALVIOLA	DANIEL LESLIE S. TAN
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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