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PR-2022-0222-15675

OP 3/1/22



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

PURCHASE REQUEST

Dept./Office: **AdO**PR No.: **STF-2022-02-00134**Date: **02-22-2022**Section/End-User: **Ida Blanz L. Orapa**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **Online VSU CAT**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of Brochure for VSU CAT 2022	lot	1	80,000.00	IDA BLANZ L. ORAPA	80,000.00

Specification:

Part 1 of 2 - Printing of University brochure


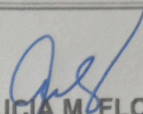

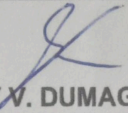
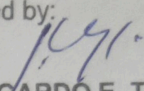

- One- page, back-to-back tri-fold brochure
- 8.5 in. x 13 in. landscape
- Full-colors CMYK Offset Printing
- C2S Glossy 148 gsm
- 2500 copies
- Prospective supplier must provide samples of previous, similar printouts for evaluation by the requesting party
- Submission of Sample Layout for Proofing: February 10, 2022
- Submission of Final Layout: February 15, 2022
- Full Delivery at VSU Main Campus: February 24, 2022

Part 2 of 2 - Printing of 15 types of Undergraduate Program brochures

- One-page, back-to-back tri-fold brochure
- 8.5 in. x 13 in. landscape
- Full-colors CMYK Digital Printing
- C2S Glossy 148 gsm
- 200 copies per design x 15 undergraduate programs: Total of 3000pcs
- Prospective supplier must provide samples of previous, similar printouts for evaluation by the requesting party
- Submission of Sample Layout for Proofing: February 10, 2022
- Submission of Final Layout: February 15, 2022
- Full delivery at VSU Main Campus: February 24, 2022

	TOTAL					80,000.00
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Purpose: VSUCAT 2022 brochure printing

Checked by:  JED ASAPH D. CORTES		Funds Available:  ALICIA M. FLORES	
TWG - Printing Services		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by:  IDA BLANZ L. ORAPA	Noted by:  NANCY V. DUMAGUING	Approved by:  EDGARDO E. TULIN
	END USER		for  PRESIDENT, VSU 