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PR-2023-1024-153162

APR 18 2023



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

PURCHASE REQUEST

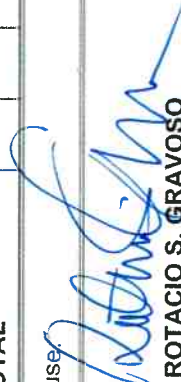
PPMP No. : 228-1-1038-2024-7-0-1

Dept./Office: **UR**PR No.: **STF-2023-10-02628**Date: **10-24-2023**Section/End-User: **Homer Lois P. Napoles**Category: **Printing Services**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Graduation and Diploma Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	pcs	200	350.00		70,000.00
Specification: big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
2	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	pcs	1000	250.00		250,000.00
Specification: Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
3	Printing of diploma cover for VSU external graduates without address	pcs	780	110.00		85,800.00
Specification: Cloth bound, yellow color with VSU Seal with corner holder inside back cover Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.						
4	Printing of diploma cover for VSU main graduates with address	pcs	1400	110.00		154,000.00
Specification: Cloth bound, yellow color with printed "VISAYAS STATE UNIVERSITY, Baybay City, Leyte" with VSU Seal with corner holder inside back cover Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.						
5	Printing of Diploma form	pcs	3000	27.00		81,000.00

Specification:

Heading only with borderline heading; VISAYAS STATE UNIVERSITY: color: Brilliant green, border color" brilliant gold, kind of paper" sheepskin, 150 lbs.

TOTAL								640,800.00
Purpose: For Office use.								
Checked by:		 ROTACIO S. GRAVOSO			Funds Available:		 ALICIA M. FLORES	
		TWG - Printing Services					HEAD, BUDGET OFFICE	
Requested by:		Noted by:		Approved by:				
 HOMER LOIS P. NAPOLES		 MIRIAM M. DE LA TORRE		 DANIEL LESLIE S. TAN				
Printed Name:		MARWEN A. CASTAÑEDA		EDGARDO E. TULIN				
Designation:		END USER		UNIT HEAD, PROJECT LEADER		JOLC, PRESIDENT, VSU		

o/c
a/g/c