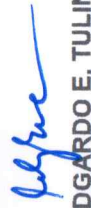




## PURCHASE REQUEST

Dept./Office: **PRCRTC**PR #: **TF-2021-09-00945**Date: **09-10-2021**Section/End-User: **Federico P. Godoy**Category: **Printing Services**Funding Source: **Trust Fund**Project Title/Code: **20201050-10.93**

| Item #                                            | Item Description             | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---------------------------------------------------|------------------------------|------|-----|-----------|---------|------------|
| 1                                                 | cd burning/cd label printing | pc   | 50  | 30.00     |         | 1,500.00   |
| <b>Specification:</b>                             |                              |      |     |           |         |            |
| CD Burning                                        |                              |      |     |           |         |            |
| CD label printing satin                           |                              |      |     |           |         |            |
| 2                                                 | <b>Certificate</b>           | pc   | 30  | 40.00     |         | 1,200.00   |
| <b>Specification:</b>                             |                              |      |     |           |         |            |
| For Farmers' Training:                            |                              |      |     |           |         |            |
| thick special paper color white                   |                              |      |     |           |         |            |
| two certificate/ A4 size paper                    |                              |      |     |           |         |            |
| 3                                                 | <b>id printing</b>           | pc   | 50  | 40.00     |         | 2,000.00   |
| <b>Specification:</b>                             |                              |      |     |           |         |            |
| For Farmer's Training:                            |                              |      |     |           |         |            |
| id with transparent plastic id holder and id lace |                              |      |     |           |         |            |
| 4                                                 | <b>Training brochure</b>     | pc   | 145 | 45.00     |         | 6,525.00   |
| <b>Specification:</b>                             |                              |      |     |           |         |            |
| For Farmer's Training:                            |                              |      |     |           |         |            |
| Tri-fold:                                         |                              |      |     |           |         |            |
| laser printing                                    |                              |      |     |           |         |            |
| single page                                       |                              |      |     |           |         |            |
| 44 pcs                                            |                              |      |     |           |         |            |
| Bi-fold:                                          |                              |      |     |           |         |            |
| laser printing                                    |                              |      |     |           |         |            |
| two pages/pc                                      |                              |      |     |           |         |            |

|                                                                                                                                                                      |                 |                                                                                                                                             |     |                                                                                                                                                                       |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 50 pcs                                                                                                                                                               |                 |                                                                                                                                             |     |                                                                                                                                                                       |                  |
| total (100 pages)                                                                                                                                                    |                 |                                                                                                                                             |     |                                                                                                                                                                       |                  |
| 5                                                                                                                                                                    | Training Manual | pc                                                                                                                                          | 150 | 200.00                                                                                                                                                                | 30,000.00        |
| <b>Specification:</b><br><br>For Farmer's Training:<br><br>coverpage: 300GSM double sided glossy paper A4<br><br>content pages: book paper A4<br><br>no. of pages 15 |                 |                                                                                                                                             |     |                                                                                                                                                                       |                  |
| <b>TOTAL</b>                                                                                                                                                         |                 |                                                                                                                                             |     |                                                                                                                                                                       | <b>41,225.00</b> |
| Purpose: Farmer's Training                                                                                                                                           |                 |                                                                                                                                             |     |                                                                                                                                                                       |                  |
| Checked by:                                                                                                                                                          |                 | <br><b>ELVIRA B. GORRE</b>                               |     | Funds Available:<br><br><b>NICK FREDDY R. BELLO</b><br>(OIC) HEAD, ACCOUNTING OFFICE |                  |
| Requested by:                                                                                                                                                        |                 | TWG - Printing Services<br><br><b>FEDERICO P. GODOY</b> |     | Noted by:<br><br><b>EDGARDO E. TULIN</b>                                            |                  |
| Signature:                                                                                                                                                           |                 |                                                                                                                                             |     | Approved by:                                                                                                                                                          |                  |
| Printed Name:                                                                                                                                                        |                 | END USER                                                                                                                                    |     | EDGARDO E. TULIN                                                                                                                                                      |                  |
| Designation:                                                                                                                                                         |                 | UNIT HEAD, PROJECT LEADER                                                                                                                   |     | PRESIDENT, VSU                                                                                                                                                        |                  |