UNIVERSITY OF THE PHILIPPINES

MANILA

Taft Avenue ,Manila,Metro Manila,NCR

VAT Reg. TIN: **000-864-006-00005**

Purchase Request

Entity Name: UP Manila		Fund Cluster: 05			PPMP No.:	
Office/Section: UPM Supply and Property Management Office		PR No.: 18219 ~~Net 5-2nd~~			**Date: Aug 15, 2022**	
		Responsibility Center Code: MA03019001 - -				
Stock/Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**	
	un	Copier with Scanner	1	69,515.00	69,515.00	
	un	Paper Shredder	1	21,450.00	21,450.00	
				Grand Total	90,965.00	

Purpose: For Accounting Office

	Requested by:	Approved by:
Signature:	Bicky D. Galvan	
Printed Name:	Galvan, Ms. Vicky Domingo	Samaniego, Dr. Arlene Alcid , MD
Designation:	Chief Administrative Officer	Vice Chancellor for Administration
	01 Sept 2022	SEP 20 2022

Noted by:

Erwin A. Dando
Chief Accountant

Certified that all items listed in Purchase Request No. 18219 were included in the 2022 Annual Procurement Plan submitted by UP Manila.
Mode of Procurement SMALL VALUE PROCUREMENT

MELADILLA A. SANTIAGO, MPA
Director, UPM Procurement Office 09/03/22

Budget Clearance:

LOVELLE C. SAGUD
Chief, Budget Office 9/6/2022

PR-RF-EO-22-09-0532 69,515 Lm 9/17/22

PR-RF-2022-142 ₱ 21,450

SUPPLY PROPERTY MANAGEMENT OFFICE
RECEIVED
OCT 03 2022
BY:
TIME:
UP MANILA

...urement Office
RECEIVED
Oct 5 2022 Receiving
SPENCER D. SESE 06 Oct 2022
Office Aide (JO) 4:14 PM
Fw Services

275-21766-8145386

Lian Ozaeta
0 6 SEP 2022
as to MOP

9:48am
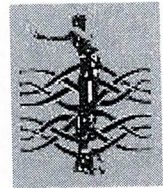2 9 SEP 2022

0 8 SEP 2022

![UP seal]

UNIVERSITY OF THE PHILIPPINES MANILA
Information Management Service (IMS)
ITC Building, Joaquin Gonzalez Compound, UP Manila
Padre Faura St., Ermita, Manila 1000, Philippines
Tel: (632) 8-8141 254 to 255 • Email: upm-ims@up.edu.ph

Technical evaluation

Date: July 27, 2022

Requesting College/Unit:
CAD – Accounting Office
Subject: Equipment Purchase
     Note: For Reference Purposes Only

Unit	Description	Price
1	Multifunctional Printer	PHP 63,195.00

Specifications
Functions: Copy, Scan, Printer
Print Functions
Print Speed: (A4/Letter) Up to 31/33 ppm
Print Resolution: 600 x 600 dpi, 2,400 dpi class (2,400 x 600) quality
First Print Out Time (Ready): Less than 1 5 secs (Mono/colour)
2-sided Feature: Automatic 2-sided Print, Scan, Copy, and Fax
Copy Functions
Copy Speed (A4/Letter): Up to 31/ 33 cpm
Copy Resolution: Up to 1 ,200 x 600 dpi
Reduction/ Enlargement Ratio: 25% - 400% in 1% increments
Scan Functions
Scan Speed (Mono/ Colour): Up to 28/28 ipm*
Dual Scanner (Method): Yes (Dual CIS)
Resolution (Optical/ Enhanced): up to 1 ,200 x 2,400 dpi/ Up to 19,200 x 19,200 dpi
Paper Handling input Tray (Standard): 250 sheets
Multi-Purpose Tray/ Manual Slot: 50 sheets
Output Tray (Face Down): 150 sheets
Optional Paper Tray (Input): 250 sheets (LT-330CL) x 3 pcs OR
     500 sheets (LT-340CL) x 2 pcs OR
     250 sheets (LT-380CL) x 1 pcs + 500 sheets (LT-340CL) x 1 pcs OR
     2,080 sheets (IT-4000) to be used with tray connector (TC-4000)
Automatic Document Feeder (ADF): 70 sheets
Media Size (Standard Tray): A4, Letter, A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal

Note: This is for technical evaluation and for reference only, and not an assurance for funds availability nor for a recommending approval
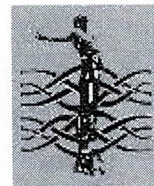
UNIVERSITY OF THE PHILIPPINES MANILA

Information Management Service (IMS)

ITC Building, Joaquin Gonzalez Compound, UP Manila
Padre Faura St., Ermita, Manila 1000, Philippines
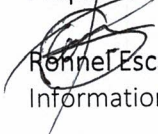Tel: (632) 8-8141 254 to 255 ● Email: upm-ims@up.edu.ph

Others
Memory: 1GB
Processor Speed: Main: 800 MHz Sub: 133 MHz
Display: 5 0" TFT Colour LCD
Connectivity/ Networking: Hi Speed 2.0 USB, Gigabit Ethernet (1 0Base-T/ OOBase-TX/1000Base-T), Wireless (IEEE 802.11 b,'g/n) and WiFi Direct (IEEE 802.11 g/n)

With accessories to operate fully

Prepared by:

Ronnel Escarez
Information Systems Researcher II

Approved by:

Lorina T. Alcid
OIC, IMS

Note: This is for technical evaluation and for reference only, and not an assurance for funds availability nor for a recommending approval