

PURCHASE REQUEST

Technical Education and Skills Development Authority
Southern Leyte Provincial Office
Alcantara St., Mantahan (Pob), Maasin City, Southern Leyte

Fund Cluster:

Office/	FASU	PR No.: 2026-09-039		Date: 09/02/2026	
		Responsibility Center Code :			
Stock/	Unit	Item Description	Qty	Unit Cost	Total Cost
	lot	Procurement of ICT Productivity Tools with the following Technical Specifications/Terms and Conditions:	1		115,710.00
	Unit	Printer 3in1 (Long) : •Type: Ink Tank Printer (EcoTank) •Functions: Print, Copy, Scan (3-in-1) •Printing Speed: Up to 10.0 ipm (black) and 5.0 ipm (color) •Resolution: Up to 5,760 x 1,440 dpi •Connectivity: USB 2.0 only (no Wi-Fi or Ethernet) •Duplex Printing: Manual only •Paper Handling: A4, A5, A6, B5, Letter, Legal, Envelopes (C6, DL, No. 10), Custom Sizes	4	14,000.00	56,000.00
	Unit	Photocopy machine 4-in-1 (Laser) •Printer Type: Multi-Function Center 4-in1 (Print, Scan, Copy, Fax) •Printer Type: Laser Printer •Print Speed: Up to 50 (A4) / Up to 52 (Letter) ppm •Product Dimensions: 495 mm x 473 mm x 486 mm •Paper Type: Plain Paper, Letterhead, Coloured Paper, Thin Paper, Thick Paper, Thicker Paper, Recycled Paper, Bond, Label, Envelope, Env.Thin, Env.Thick •Paper Size: A4, Letter, B5 (JIS), A5, A5 (Long Edge), A6, Executive, Legal, Mexico Legal, India Legal, Folio, 16K (195x270 mm), A4 Short (270mm Paper), COM-10, DL, C5, Monarch •Maximum Paper Capacity: Up to 1,390 sheets of 80 gsm plain paper (with Added Optional Trays)	1	45,710.00	45,710.00
	lot	Printers Print Only: •Type: Ink Tank Printer (EcoTank) •Functions: Print Only •Printing Speed: Up to 9.0 ipm (black) and 4.8 ipm (color) •Resolution: Up to 720 x 720 dpi •Connectivity: USB 2.0 •Paper Handling: A4, Letter, Legal; up to 50-sheet input capacity •Ink Yield: Up to 4,500 pages (black) and 7,500 pages (color) •Warranty: Up to 2 years or 20,000 pages, whichever comes first •Ink Cost Efficiency: High-yield refillable ink tank system for low-cost printing	2	7,000.00	14,000.00
TOTAL					115,710.00
Purpose: For the Provincial Office Use under MITHI Fund					
		Requested by:		Approved by:	
Signature					
Printed		JOANNE PAULINE M. GAVIOLA		IMELDA C. MALATBALAT	
Designation		AO V/IT FOCAL		Provincial Director	