

## PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS  
Agency

Department: OFFICE OF THE SECRETARY

PR No.:

09-04120

Section: COORDINATION

SAI No.:

30 SEP 2020

| Stock No.                             | Unit | Item Description                                                     | QTY         | Unit Cost             | Total Cost |
|---------------------------------------|------|----------------------------------------------------------------------|-------------|-----------------------|------------|
| <b>CHRISTMAS CARDS WITH ENVELOPES</b> |      |                                                                      |             |                       |            |
|                                       | pc   | <b>CARD</b>                                                          | 5,000       |                       |            |
|                                       |      | <b>Material:</b> Foldcote Cal. 15                                    |             |                       |            |
|                                       |      | <b>Size:</b> 10" X 7" (spread)<br>5" X 7" (folded)                   |             |                       |            |
|                                       |      | <b>Print:</b> Full color                                             |             |                       |            |
|                                       |      | <b>Lamination:</b> Matte+Spot UV (1 side)                            |             |                       |            |
|                                       | pc   | <b>ENVELOPE</b>                                                      | 4,500       |                       |            |
|                                       |      | <b>Material:</b> Conqueror-like smooth wove (120gsm) -Diamond White  |             |                       |            |
|                                       |      | <b>Size:</b> 5" X 7" (fit to size)                                   |             |                       |            |
|                                       |      | <b>Color:</b> Gold stamping of Department of Foreign Affairs on flap |             |                       |            |
|                                       |      | <b>** With concept, design and lay-out</b>                           |             |                       |            |
|                                       |      |                                                                      | <b>ABC:</b> | <b>Php 150,000.00</b> |            |

Purpose: For the official use of the Office of the Secretary of Foreign Affairs.

RECEIVED BY:

REQUESTED BY:

APPROVED BY:

Printed Name

*Mari A. Santera*  
**MARI A. SANTERA**  
Property Officer

*Irene Susan B. Natividad*  
**IRENE SUSAN B. NATIVIDAD**  
Chief of Staff