PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department: **Department of Foreign Affairs**

PR No.: 11-04720 Date: 25 NOV 2020

SAI No.: _____ Date: _____

Office/Section : **OUP**

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	Portable Document Format (PDF) Tool	8		
		With the following functionality/specification			
		1. Create PDFs;			
		2. Edit PDFs; and			
		3. Electronic signature			
		4. One year license validity			
		5. Latest version			
		6. From well known and reputable brand			
		Approve Budget of Contract (ABC)			**Php 80,000.00**

Purpose:

For official use of OUP

Signature	Requested by :	Approved by:
Printed Name:	ORVILIETO A. GERVACIO	MARIE CHARLOTTE G. TANG
Designation:	Property Officer	Senior Special Assistant