

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department: OFFICE OF PROTOCOL

PR No.:

01-00521

Date:

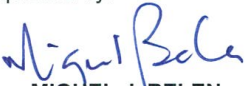
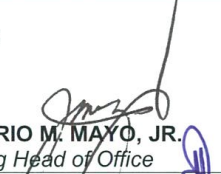
Section: Admin/Property

SAI No.:

Date:

7 JAN 2021

Stock No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	Set	<p>PRESENTATION OF CREDENTIALS KIT</p> <p>A. Folder</p> <p>Paper: Plike Royal Blue 330 gsm Spread Size: 23.5" x 19.5" Folded size: 11"x16" w/ 0.50" backbone expandable, w/ 3.5" Flap Others: w/ die cut, double scoring gumming & assembly : w/ silver stamping (logo & text) Quantity: 200 pieces</p> <p>B. Philippine Musical Score</p> <p>Paper: Zigzag Soft Gray 216 gsm – cover : Olin smooth High White 90 gsm – inside pages Spread Size: 16.5" x 11.75" Folded size: 8.25" x 11.75" Color: 1 – cover 1 – inside pages No. of pages: 20 Inside pages Binding: Saddle stitch Others: w/ folding, gathering Quantity: 200 pieces</p> <p>C. CD label</p> <p>Paper: Satin Sticker w/ white backing Size: Dm. 4.75" Color: 1 (Black) Others: w/ circular half-die cut Quantity: 200 pieces</p> <p>D. Hardbound Folder for the Accreditation Letters</p> <p>Material: Hardbound Size: 10.25" x 15.25" Color: Blue Quantity: 200 pieces</p>	200		

	Pieces	Place card (Big) Paper: Conqueror Smooth Wove Ivory 300 gsm Folded Size: 12" x 3.25" Spread Size: 12" x 6.5" Color: Full color Process: Offset Others: with scoring	1,000		
	Pieces	Place card (Small) Paper: Conqueror Smooth Wove Ivory 300 gsm Folded Size: 2 3/8" x 5" Spread Size: 4 3/4" x 5" Process: Offset Others: No Print With gold stamp only (logo) With scoring	2,000		
		TOTAL	ABC		Php 157,025.00
Signature	Requested by:	 MIGUEL J. BELEN Property Officer		Approved by:	 PORFIRIO M. MAYO, JR. Acting Head of Office
Printed Name:	Designation:				