

# PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Depart: OFFICE OF THE SECRETARY

PR No:

10-00721

Section: COORDINATION

SAI No.:

06 OCT 2021

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	<b>Certificate Holder (portrait)</b>	200		
		Size: Folded - 9.25" x 12.25"			
		Stock: Korea Buff, dark blue pasted on PB#25			
		Print: with gold stamping of DFA-Office of the Secretary Logo (10cm diameter)			
		Inner cover: C2S#120			
		Others: with 8 corners ribbon 1/4"			
		Mechanicals: File supplied			
		Proofing: includes 1 set of digital proofing			
	pc	<b>Certificate Holder (portrait)</b>	200		
		Size: Folded - 9.25" x 12.25"			
		Stock: Korea Buff, dark blue pasted on PB#25			
		Print: with gold stamping of DFA Logo (10cm diameter)			
		Inner cover: C2S#120			
		Others: with 8 corners ribbon 1/4"			
		Mechanicals: File supplied			
		Proofing: includes 1 set of digital proofing			
	pc	<b>Certificate Holder (landscape)</b>	200		
		Size: Folded - 9.25" x 12.25"			
		Stock: Korea Buff, dark blue pasted on PB#25			
		Print: with gold stamping of DFA Logo (10cm diameter)			
		Inner cover: C2S#120			
		Others: with 8 corners ribbon 1/4"			
		Mechanicals: File supplied			
		Proofing: includes 1 set of digital proofing			
				<b>ABC:</b>	<b>75,000.00</b>

Purpose: For the official use of the Office of Secretary of Foreign Affairs, chargeable against the MOOE-Fund of OSEC for Representation Expenses

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	 <b>MARIA A. SANTERA</b> Property Officer	 <b>OLIVIA S. OSIAS-MAGPILE</b> Administrative Officer