PURCHASE REQUEST

Department of Foreign Affairs
Agency

10-12823

Department Office of Public and Cultural Dplomacy (OPCD) **PR No.:** **Date:**

Section **SAI No.:** **Date:** 26 OCT 2023

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	unit	Layout, Printing and Binding of Coffee Table Book on Artworks I. BOOK LAYOUT Scope of Work: Layout: • Design and create a visually appealing book layout for both print and digital formats, subject to approval. • Format text, headings, subheadings, and other elements consistently throughout the book. • Incorporate images and other visual elements provided by the author/publisher. • Ensure proper placement and alignment of all elements, including text and images. • Create a table of contents, index, and other necessary navigational elements. II. PRINTING & BINDING Quantity: 300 copies Size: Cover – 27cm. x 27cm. Pages – 26cm. x 26cm Stock: - With Book jacket - glossy Cover - Chipboard #30 covered with C2S#120 (Matte laminated) ; cover title is embossed, subtitle is printed metallic copper (foil stamping) Pages – GSM 120; Matte#120 No. of pages: 250 pages (content, mostly photos); 8 pages (cover)	300		
		xxxxxxxxxxxxxx			
					Php 900,000.00

Purpose:

Signature

Printed Name:
Designation:

Requested By:

ARVIN R. DE LEON
Assistant Secretary