

# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

Department: OPCD-CDD (OUMAIER-CDU)

PR No.: **10-12823** Date: **31 OCT 2023**  
SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Section:


Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
		Size: Folded: 7"(w) x 10" (h) Spread: 14.5" (w) x 10" (h)  Paper Cover: matt 220 / with matt lamination and scoring Inside: book paper 80 Pages: Maximum of 240 pages inclusive of covers	Minimum of 1,500 pcs		
		Binding: perfect binding + smythe sewing			
		Process: offset printing			
		Color Full color: front and back covers Add: Spot color logo of DFA			
		Inside pages: black and white with full color pages from each essay			
		Approved Budget for the Contract (ABC)			<b>TOTAL</b>

**Purpose: Cultural resources for distribution to Foreign Service Posts and/or tokens for cultural projects.**

**Requested by:**

**Approved by:**

Signature:

  
**EMMYLOU B. FELIMER**  
Acting Director

Printed Name:

  
**ARVIN R. DE LEON**  
Assistant Secretary

Designation: