

PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: OPCD

02-01024

PR No.: _____

Date: _____

06 FEB 2024

Section:

SAI No.: _____

Date: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Pc	GIFT BAGS Technical Specifications Item: Gift Bag (Standard Size) Process: Offset Stock: Foldkote 15 x 2 pcs pasted together Size Flat: 21.5 x 17.5 in Size Folded: 15 x 12 x 5.5 in Color: Full color x 0 Handle: 10 mm cord Handle Color: Yellow (532)* Finishing: Matte Lam 1S, Diecutting, Pasting Notes: With 18 x 1" blue grosgrain x 2pcs Three (3) Designs x 1000 pcs each QTY: 3,000 Pieces ABC:300,000.00 Inclusive of taxes and other fees	3,000		
				ABC	PHP 300,000.00

Purpose: For the official use of OPCD and distribution to Home Office, COs, FSPs and Stakeholders

Requested by:

Approved by:

Signature:

Printed Name:

JACQUELINE JOAN S. ARQUIZA

Designation:

Acting Director

ARVIN R. DE LEON

Assistant Secretary