PURCHASE REQUEST

Department of Foreign Affairs
Agency

30 APR 2024

04-05224

Department Department of Foreign Affairs **PR No.:** **Date:**

Section UNIO **SAI No.:** **Date:**

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	
	pieces	**Layout and Printing Services of Human Rights Situationer 2024 Brochures**	100 pcs	600.00	60.000.00
		Specifications			
		40-pager back to back including cover, 80+ gsm			
		Full color A5 (folded), Full color A4 (spread)			
		With eye catching pattern and color combination of the paper			
		Front cover to include the logos of the Department, Bagong Pilipinas and Philippines' candidature to the United Nations Security Council 2027-2028. While the back cover to include the UNSC candidature logo.			
		Covers should be matt 220 / with matt lamination and scoring.			
		Digital laser print and laminated cover			
		Computer to digital printing			
		Saddle stich			
		Other inclusions			
		Electronic copy of the brochure			
		Delivery of the brochures to the Department of Foreing Affairs, 2330 Roxas Blvd, Pasay City			
				TOTAL ABC	60,000.00

Prepared by: **MARILYN LUCERO**
Acting Property Officer

Approved by: **MARIA TERESA F. ALMOJUELA**
Head of Office