

PURCHASE REQUEST

_Department of Foreign Affairs

Agency

Date:

1 3 MAY 2024

4

Department

Designation:

 $\approx -30^{-3}$

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OFFICE OF CONSULAR AFFAIRS

Section SAI No.: Date: Stock Unit ITEM / DESCRIPTION Unit Cost **Total Cost** Quantity No. Customized Tumbler and Customized Paper Bag Bamboo Tumbler 500ml with Engraving of DFA Logo and Deparment of Foreign Affairs Office of Consular Affairs Pieces 500 Paperbag foldcote 220gsm; 13x5x15" with back to back print and colored inner (Offset/full Color) and; nvion cord handle Pleces 500 Note: The contractor must send a sample product of the Bamboo tumbler and paperbag to OCA for approval. Upon receipt of Notice to Proceed, the contractor shall be able to make an initial delivery; 50pcs- Bamboo Tumbler 50pcs- Paperbag foldcote Attached is the standard printing for the paper bag and sample photo of the bamboo tumbler TOTAL: P 259,000.00 OCA Bazaar in Celebration of Father's Day and Philippines Independence Day. Purpose: Requested By: Signature < DELIO ANGELITO'S. CRUZ Printed Name: Assistant Secretary

FRONT







DEPARTMENT OF FOREIGN AFFAIRS

GIFT BAG PRINTING GUIDELINES

GIFT BAG

DFA

EDITABLE

The gift bag is designed to be **fully editable through Adobe Illustrator.**

The logo on the front panel (blue side) shall be changed depending on which Foreign Service Posts (FSPs) will use it likewise for the website and social media handles at the bottom.

Photos on the side can also be changed to showcase the diverse heritage of the Philippines. These images are ready to be copied and pasted into the provided Adobe Illustrator file.

The back panel (white side) can also be modified based on the needs of the DFA and its FSPs.

TYPEFACE

Marcellus (for FSP name) Georgia (for social media and website)



MOCKUP

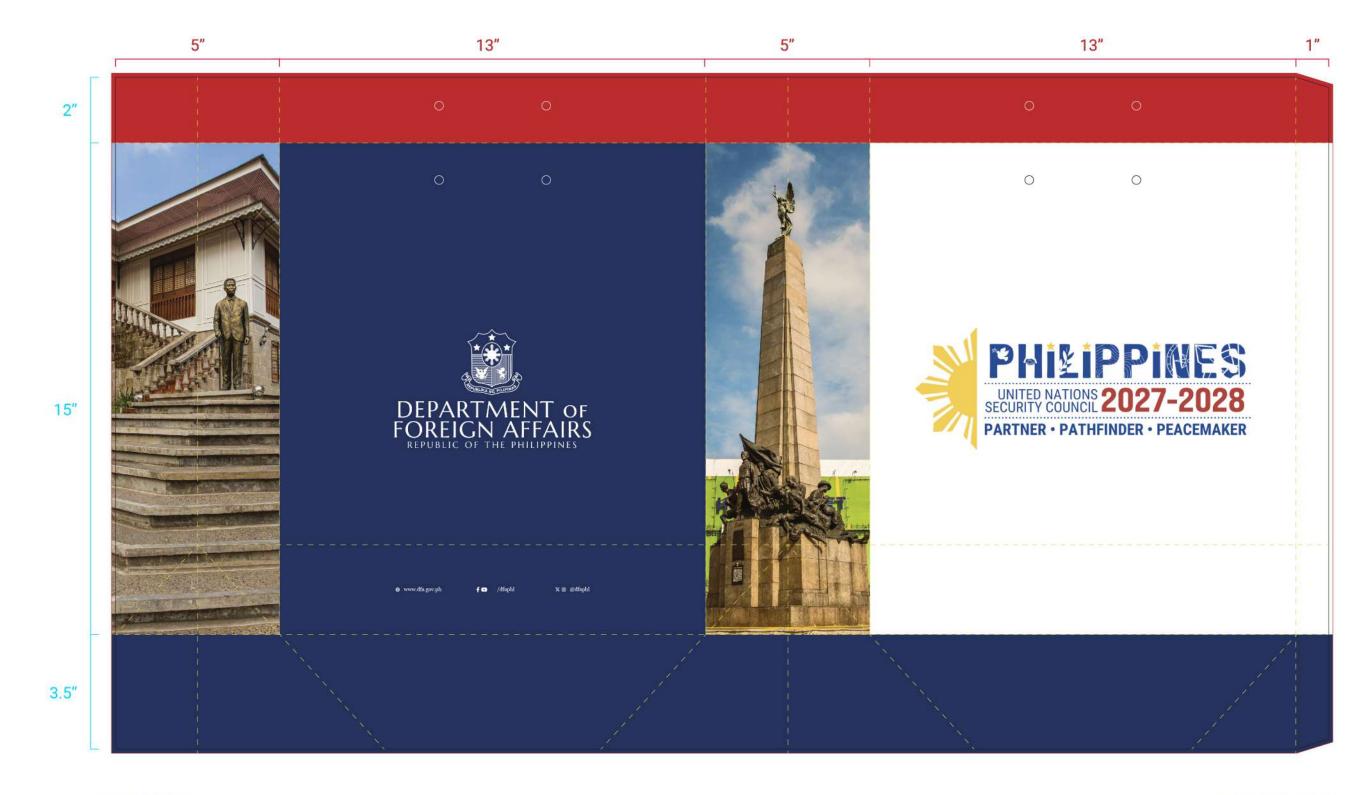
DFA GIFT BAG



SAMPLE SIZE VARIATIONS



DFA GIFT BAG



NOTES

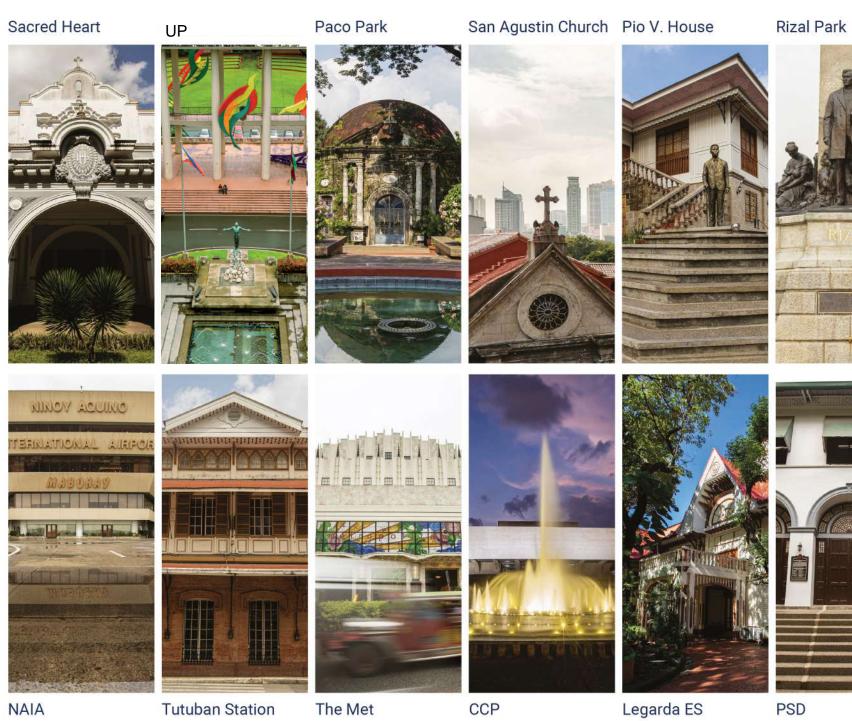
The sizes of the logos and texts are same with the sizes in the 15x12x5.5 Gift Bag.

SAMPLE SIZE VARIATIONS

LEGENDS

_____ Die lines _____ Bleeds _____ Crease lines

INTERCHANGEABLE PHOTOS



PHOTOS

Monumento

UST











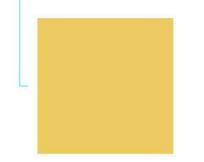
COLORS

RECOMMENDED **SPECIFICATIONS**

Process: Stock: Size Flat: Size Folded: Color: Handle: Handle Color: Finishing: Notes:

VARIATIONS

Portrait Paper Bag Size: Wine Paper Bag Size:



Offset Foldkote 15 x 2 pcs pasted together 21.5 x 17.5 in 15 x12 x 5.5 in Full color x 0 10 mm cord Yellow (532)* Matte Lam 1S, Diecutting, Pasting With 18 x 1" blue grossgrain x 2 pcs

13 x 15 x 5 in 4.5 x 13.5 x 4.5 in

C 4 M 18 **Y** 84 ***YELLOW (532) K** 0

PRINT DETAILS



