

PURCHASE REQUEST

Department of Foreign Affairs
Agency

08-06424

Department: OPD

PR No.: _____ Date: 27 August 2024

Section: _____

SAI No.: _____ Date: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Pc	<p>DESK CALENDARS</p> <p>Item: Table/Desk Flip/Ring bind Calendar Specifications: 30-page (15 sheets) calendar with base tent Cover: Process: Offset Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result.240 gsm Size Flat: 6 x 9 in Color: Full color x Full color No. of Sheet/s: 2 sheets</p> <p>Inside (12 months) Process: Offset Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result.240 gsm Size Flat: 6 x 9 in Color: Full color x One color Finishing: Perforation Binding: White wire twin-loop binding that allow sheets to flip a full 360. Semi-secure binding method that can only be un-bound if cut off. No. of Sheet/s: 12 sheets</p> <p>Back Cover/Sheet Process: Offset Stock: White high-bulk paper with tactile surface. Matte with ink-lift feature for excellent print result.240 gsm Size Flat: 6 x 9 in Color: Full color x Full color No. of Sheet/s: 1 sheet</p> <p>Standee with Full Lining Process: Others Stock: Royal blue embossed paper made of woodfree, high-strength FSC-certified pulp; solid light-fast colours and surface-coated with anti-fingermark treatment. High abrasion resistance, with excellent tear and folding strength.125 mounted CB 50 Size Flat: 7.5 x 24.5 in Size Folded: 6 x 9.5 x 4 in Color: No Printing Finishing: Pasting</p> <p>QTY: 2,800 pieces ABC: P 575,000.00 Inclusive of taxes and other fees Inclusive of delivery and packaging of items</p>	2,800		
				ABC	PHP 575,000.00

Purpose: For the official use of OPD and distribution to Home Office units, COs, FSPs, contacts and other stakeholders both in government and the private sectors

Requested by:

Approved by:

Signature:
Printed Name:
Designation:


JACQUELINE JOAN S. ARQUIZA
Acting Director


ARVIN R. DE LEON
Assistant Secretary