

PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: OPD

PR No.:

08-02524

Section: ADMINISTRATIVE



SAI No.:

08 AUG 2024

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	set	Christmas Gift/Tokens Gift Set Package containing 3 Kinds of Healthy Snacks, package with OPD logo	150		
		The healthy snack package must have the following requirements: - Content of each pouch can be any of the following: trail mix of any flavor; nuts of any flavor but preferably walnut; granola of any flavor; - Resealable pouches (each pouch with contents ranging from 120 grams to 200 grams); - Pouches should have a uniform size and indicate the following on the package: Gluten-free; Proudly Filipino; Amount in grams of all or any of the following-Protein, Sugar, Fiber; - Expiration date should at least be not earlier than January 2025; - Pouch design should also feature artwork/graphics with the indention of the artist/graphic designer acknowledged in the packaging;			
		Delivery: - The gift sets must be delivered in an individual gift box containing 3 kinds of healthy snacks, with the OPD logo, holiday season message, write up of the product; - Delivery should be not later than 30 November 2024			
		XXXXXXXX NOTHING FOLLOWS XXXXXXXX			

ABC: **P 125,000.00**

Purpose: Christmas Gifts/Tokens for Stakeholders / Official Use of the Office of Public Diplomacy, chargeable against OPD Representation Expense utilising OPCD MOOE FY2023 Continuing Appropriations.

Requested by:	Approved by:
	
Printed Name: MARIA THERESA J. F. ALBANO	ARVIN R. DE LEON
Designation: Administrative Officer	Assistant Secretary