

# PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

09-11424

Department OFFICE OF THE SECRETARY

PR No. :



Section COORDINATION

SAI No.:

24 SEP 2024

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
<b>CHRISTMAS CARDS WITH ENVELOPES</b>					
	pc	<b>POST-CARD</b>	5,500		
		<b>Material:</b> Specialty paper bright white 290gsm			
		<b>Size:</b> 5.5." x 7.5" inches			
		<b>Print:</b> Full color			
		with concept, design & lay-outing			
		with gold stamping (DFA seal)			
	pc	<b>ENVELOPE</b>	5,500		
		<b>Material:</b> Specialty paper Ivory 120gsm			
		<b>Size:</b> 5.5." x 7.5" inches (fit to size)			
		<b>Color:</b> Gold stamping of the logo of the Department of Foreign Affairs on flap			
		with diecutting, gluing and gumming			
	pc	<b>CARD</b>	800		
		<b>Material:</b> Specialty paper bright white 290gsm			
		<b>Size:</b> 6" x 12" inches (spread), 6" x 6" inches (folded)			
		<b>Print:</b> Full color			
		with concept, design & lay-outing			
		with gold stamping (DFA seal)			
	pc	<b>ENVELOPE</b>	800		
		<b>Material:</b> Specialty paper Ivory 120gsm			
		<b>Size:</b> fit to size			
		<b>Color:</b> Gold stamping of the logo of the Department of Foreign Affairs on flap			
		with diecutting, gluing and gumming			
		<b>** With concept, design and lay-out</b>			
			<b>ABC:</b>	<b>Php 300,000.00</b>	

Purpose: For the official use of the Secretary of Foreign Affairs.

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	 <b>LAUREL B. DELA CRUZ</b> Property Officer	 <b>MA. REMEDIOS R. DOMINGO</b> Administrative Officer