PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department Office of Assets Management and Support Services (OAMSS) **PR No.:** 11-11524 **Date:** 29 NOV 2024

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

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	unit	Quantity: 300 copies Size: Cover – 27 cm. x 27 cm. Pages – 26 cm. x 26 cm. Stock: Cover - Chipboard #20 covered with C2S#120 (Matte laminated); cover title, spine title, spine logo, and back logo is embossed Pages – GSM 120; Matte#120 Color: Full colors - both sides print (inside pages) Full colors, 1 side printing (cover & jacket) No. of pages: 300 pages (content); 8 pages (cover) Process: Computer to Plate (CTP) printing with matte lamination, folding, scoring, smyth sewing and perfect binding (hardbound) Others: With hardbox (Pasteboard 20) Cover title is embossed Printing of one (1) mock-up before submission of final draft before printi Delivery: Twenty (20) days after approval of final proofs Mode of Payment: Send Bill	300		
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Designation: Acting Head of Office