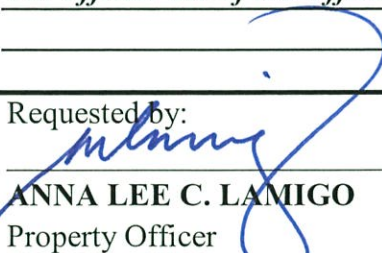



PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS

Fund Cluster: REGULAR AGENCY FUND

| Office/Section : OSEC | | PR No.: <u>2025-07.0613</u> | | Date: <u>18 JUL 2025</u> | |
|---|----------|--|----------|--------------------------|-------------|
| | | Responsibility Center Code : <u>12 001 13 00085</u> | | | |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| | licenses | PDF (Portable Document Format) Tool | 15 | ₱24,000.00 | ₱360,000.00 |
| | | Licenses | | | |
| | | - Create and read PDF files | | | |
| | | - Edit text and images | | | |
| | | - Rearrange and delete pages | | | |
| | | - Encrypt and decrypt PDF files | | | |
| | | - Convert PDFs and export to Word, Excel and PowerPoint | | | |
| | | - Sign documents electronically | | | |
| | | - Turn scanned documents into searchable and editable PDFs | | | |
| | | - Compare 2 versions of a PDF to review the difference | | | |
| | | - 1 year license subscription | | | |
| | | - Available on multiple platforms | | | |
| | | - License must be from a reputable and well-known brand | | | |
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| | | | | | |
| | | | | | |
| | | | | | ₱360,000.00 |
| Purpose: <u>For official use of the Office of the Secretary</u> | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div> Requested by:  Signature : _____ Printed Name : ANNA LEE C. LAMIGO Designation : Property Officer </div> <div> Approved by:  _____ SHIRLEY L. FLORES-IMPERIAL Chief of Staff </div> </div> | | | | | |