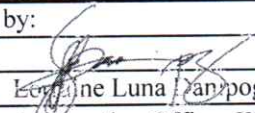
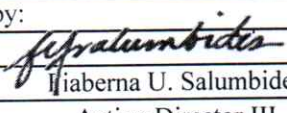


PURCHASE REQUEST

Entity Name: CIVIL SERVICE COMMISSION Fund Cluster:

Office/Section : PAIO		PR No.: 2022-01-0006			Date: 11 January 2022	
		Responsibility Center Code :				
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
		Civil Service Reporter magazine				
		Specifications:				
		Size: 7 13/16" (7.8125) x 10 7/16" (10.4375) folded : 15 5/8" (15.625) x 10 7/16" (10.4375) spread				
		Color: Full color				
		Stock: Cover – Matte finish (120 gsm / 80 lb.) : Inside pages – Matte#70				
		Quantity: 4,150 pcs. per quarter or 16,600 for four quarters				
		No. of pages: 52 pages including cover				
		Binding: saddle stitch				
		Packaging: Polywrap				
		Amount: PHP550,000 for four quarters				
		Notes:				
		1. Proof should be delivered one (1) day after materials has been submitted to the printer				
		2. Delivery should be within TEN (10) GOVERNMENT DAYS upon approval				
		3. Materials should be packed by 25 pieces/pack				
		4. Printers should have compatibility with ADOBE CLOUD				
		5. Four color printing is a must				
		6. PLEASE DO NOT BID if you are unable to meet the specifications and deadlines				
		EST. DELIVERY DEADLINES: March 30, 2022 (1st Q) June 30, 2022 (2nd Q) September 30, 2022 (3rd Q) December 30, 2022 (4th Q)				
		TOTAL APPROVED BUDGET: PHP550,000 (please refer to the 2022 APP of PAIO)				
		NOTE: Only printers with NO RECORD of late delivery or poor quality of output with PAIO and OFAM shall qualify to bid (please refer to PAIO Memos and Certifications submitted to OFAM). Printers are required to submit samples of their products to be given by PAIO.				
Purpose: _____						
Requested by:		Approved by:				
Signature : 		Signature: 				
Printed Name : Emyline Luna Yanpog		Liaberna U. Salumbides				
Designation : Information Officer III		Acting Director III				

Certified that the above request is included in the Annual Procurement Plan (APP) & with complete supporting document

JULIUS B. REMUDARO
Chief, PMD