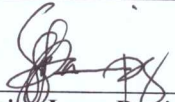



**PURCHASE REQUEST
CIVIL SERVICE COMMISSION**

Division	PMRD	PR No.	2020020173	
Office	PAIO	SAI No.		
Quantity	Unit of Issue	Item/Description	Stock No.	Estimated Cost
		Civil Service Reporter magazine		
		<i>Specifications:</i>		
		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: 54 pages including cover		
		Binding: saddle stitch		
		Others: N/A		
		Packaging: Polywrap		
		Amount: PHP500,000 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 <u>SEVEN (7) GOVERNMENT DAYS</u> upon approval of final proof		
		3. Materials should be packed by 100 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		
		DELIVERY DEADLINES: March 30, 2020 (1 st Q) June 30, 2020 (2 nd Q) September 30, 2020 (3 rd Q) December 30, 2020 (4 th Q)		
		TOTAL APPROVED BUDGET: PHP500,000 (please refer to attached 2020 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 (<i>please refer to PAIO Memos and Certifications submitted to OFAM</i>). Printers are required to submit samples of their products to be given by PAIO.		
Purpose/Remarks:				
	Requested by:	Approved by:	Issued by	Received by:
Signature:				
Name:	Lorraine Luna Danipog	Ma. Theresa C. Fernandez		
Designation:	Information Officer III	Director III, PAIO		
Date	6 February 2020			