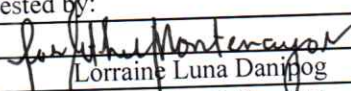
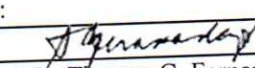


PURCHASE REQUEST

Entity Name: CIVIL SERVICE COMMISSION

Fund Cluster:

Office/Section : PAIO		PR No.: 2021030118	Date: 10 March 2021		
Responsibility Center Code :		Item Description	Quantity	Unit Cost	Total Cost
Stock / Property No.	Unit				
		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 SEVEN (7) GOVERNMENT DAYS upon approval			
		3.Materials should be packed by 50 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, 2021 (1st Q)	4,150	33.13	P137,500
		June 30, 2021 (2nd Q)	4,150	33.13	P137,500
		September 30, 2021 (3rd Q)	4,150	33.13	P137,500
		December 30, 2021 (4th Q)	4,150	33.13	P137,500
		TOTAL APPROVED BUDGET: PHP550,000 (please refer to attached 2021 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 :					
Printed Name :	Lorraine Luna Danipog	Ma. Theresa C. Fernandez			
Designation :	Information Officer III	Director III			