

PURCHASE REQUEST

Entity Name:

CIVIL SERVICE COMMISSION

Fund Cluster:

GF MOOE

Office/Section : HRRO-CED		PR No.: 2022 -10 -1050 10/14/22			Date: 10-14-22	
		Responsibility Center Code :				
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
		Procurement of Services for lay-out, design, and printing of booklets on Facilitation Guide on Orientation on the Right to Self-Organization in the Public Sector			400,000.00	
		Specification:				
		Stock Cover : carolina vellum 240 gsm				
		Inside: matt #100				
		Color Cover full-color, two-side printing				
		inside full-color, two-side printing				
		Size cover 8.66 x 6.49 (inches) folded; 8.66 x 12.9 (inches) spread				
		inside 8.66 x 6.49 (inches) folded; 8.66 x 12.9 (inches) spread				
		No. of pages Booklet 1: 16 pages including cover	200			
		Booklet 2: 20 pages including cover	200			
		Booklet 3: 24 pages including cover	200			
		Booklet 4: 20 pages including cover	200			
		Booklet 5: 16 pages including cover	200			
		Booklet 6: 32 pages including cover	200			
		Booklet 7: 20 pages including cover	200			
		Book 8: 32 pages including cover	200			
		Binding Saddle Stitch				
		Others punch sides with 26 holes				
		Procurement of Services for lay-out, design, and printing of stickers				
		Sticker 1 Vinyl 3 x 6.5 (inches); full color	200			
		Sticker 2 Vinyl 2 x 5.5 (inches); full color	300			
		Delivery must deliver booklets and stickers on or before December 15, 2022				
Purpose: Development of IEC Materials						
Requested by:		Approved by:				
Signature :		<i>[Signature]</i>			<i>[Signature]</i>	
Printed Name :		Florie Joyce N. Navarra			M. Theresa C. Fernandez	
Designation :		Senior HR Specialist			Director IV	

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

W/CAF # *[Signature]* 10.18.22
2022-10-203

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