

PURCHASE REQUEST
CIVIL SERVICE COMMISSION

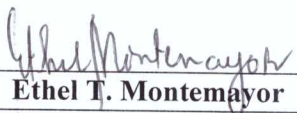
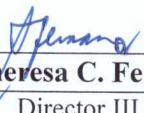
Division	Publications and Media Relations Division		PR No.	20201008
Office	Public Assistance and Information Office		SAI No.	
Quantity	Unit of Issue	Item/Descriptions	Stock No.	Estimated Cost
		PRINTING OF 2019 CSC MEMORANDUM CIRCULARS (with Index of Memorandum Circulars 1988-2019)		
		<i>Specifications:</i>		
		Size: 8.2677 x 5.8268 inches (folded)		
		8.2677 x 11.70 inches (spread)		
		Color: Cover and back cover – full color		
		Inside pages – one (1) color		
		Stock: Cover – C2S #140 with spot UV lamination		
		Inside – Bookpaper #70		
		Quantity: 2,000		
		No. of pages: 160 (excluding cover)		
		Binding: perfect		
		Delivery: Ten (10) government working days after approval of final proof		
		Budget: P120,000		
		<u>Target delivery date: FEBRUARY 28, 2020</u>		

TOTAL APPROVED BUDGET: P120,000 (2020 PAIO APP)

Requirements for printer:

1. Proof should be submitted one (1) gov't working day after submission of materials
2. Delivery should be ten (10) gov't working days after approval of proof
3. Should be able to work with Adobe Cloud
4. PLEASE DO NOT BID if you are not able to meet the specifications and deadlines
5. **PRINTER SHOULD NOT HAVE BEEN PENALIZED FOR TWO-WEEKS OR MORE DELAY IN DELIVERY**

Purpose/Remarks:

	Requested by	Approved by	Issued by	Received by
Signature				
Name	Ethel T. Montemayor	Ma. Theresa C. Fernandez		
Designation	Chief HRS	Director III		
Date	8 January 2020			