

RUSH

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

#581

Supplier :	LJB PRINTING SERVICES	PO No. :	2018-06-0583
Address :	39-B Mapagmahal Street, Pinyahan, Quezon City	Date :	June 25, 2018
Tel. No. :	426-0495/ 944-2709 (Luz Buenafior)	Mode of Procurement :	NP-Small Value
Company TIN :	137-102-154-000		
PhilGEPS Reg. No.	2005-18748 ✓		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

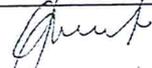
Place of Delivery/ Services:	DSWD-Central Office, Procurement Service - Warehouse, IBP Road, Constitution Hills, QC	Delivery Term:	Fifteen (15) days upon receipt of final and approved proof. Refer to details below. ✓
Date of Delivery/ Services:		Payment Term:	Within 15-30 days upon final inspection and acceptance of goods.

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pcs.	Printing of Customized Notebook and Ballpen as Advocacy Material for the Various Activity of Knowledge Management Division	763	95.00 ✓ per set ✓	72,485.00 ✓
	pcs.	BALLPEN Ballpoint, Black with logo (Refer to attached design for details.)	763		
		NOTEBOOK Size: 5" W x 7" L Binding: Perfect Bind/ Saddle Stitch Estimated Number of Pages: 30 Pages (excluded cover) Cover Page: Recycled material with customized print Front Cover with Pocket Inside Inside Paper: 80 gsm, with quotations per page Page 1: with print of DSWD Vision, Mission and Organizational Outcome Others: Refer to the attached layouts/ designs for details. <u>Proofing Stage:</u> 1st Stage: Service Provider to submit sample (proof) seven (7) days upon receipt of Purchase Order (PO) Delivery: Fifteen (15) days upon receipt of final and approved proof x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x  References: AOQ No. 18-0643 NP-SV; PR No. 2018041073			

(Total Amount in Words)	Seventy-Two Thousand Four Hundred Eighty-Five Pesos. ✓	P	72,485.00 ✓
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In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:   
 \_\_\_\_\_  
 Signature over printed name of Supplier  
 July 5, 2018  
 \_\_\_\_\_  
 Date

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Very truly yours,   
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 LEAH E. MEJIAS  
 Signature over Printed Name of Authorized Official  
 OIC Director, SWIDB  
 \_\_\_\_\_  
 Designation

Fund Cluster: 320100-1-2  
 Funds Available: 972,485.00  
 \_\_\_\_\_  
 JUBIE LEAH MAE S. COLES  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit 9/7/18

ORS/BURS No.: 02-101107-58118-07-07363  
 Date of the ORS/BURS: 07-02-18  
 Amount: 972,485.00

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