

PURCHASE ORDER

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

726

Supplier: VJ Graphic Arts, Inc.	PO No. 2018-04-0264
Address: 1400 Quezon Avenue Quezon City	Date: April 16, 2018
Tel. No. 372-0886, 372-6167	Mode of Procurement: NP Small Value
TIN: 000-400-353-000	

Gentlement: MA

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

Place of Delivery: DSWD-CO, PMS-Warehouse, IBP Rd., Constitution Hills, Q.C.	Delivery Term: Please see details below.
Date of Delivery:	Payment Term: Please see details below.

Stock / Property	Unit	Description	Quantity	Unit Amount	Amount
		Hiring of Service Provider for the Printing of the SWD Journal CY 2018 Quantity : 300 copies Size: A4 (420x584mm) Paper Stock Cover: C2S 220# with UV lamination Inside Pages: Matte 100# Binding: Perfect Binding Color: Full color (Cover and Inside Pages) No. of Pages: 90 pages inclusive of Cover Others: With Clear Plastic Cover <u>Responsibilities of the Service Provider</u> A. Responsibilities of the Service Provider 1. Attend meetings called for the purpose. 2. Prepare the cover design and layout of photos, tables and text of the SWD Journal in consultation with the focal persons from PDPB. 3. Submit at least three studies of the proposed cover designs; 4. Proofread the Journal including statistical tables and images, ensuring consistency in style and format; 5. Support and oversee the production of publications to ensure quality control, including the review of layout and coordinating communication between the DSWD-Policy Development Planning Bureau and the printed, proofreading the typeset; and review the sample proofs before final production. 6. Print and deliver to DSWD 300 copies of the SWD Journal, wrapped in clear plastic. 7. Provide the Department with electronic copy of the SWD Journal. <div style="text-align: center;">page 1 of 3</div>	300	P495.00	P148,500.00

Total Amount in Words	One Hundred Forty-Eight Thousand Five Hundred Pesos	P148,500.00
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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.

As a condition for payment, the supplier/service provider is required to submit the duly notarized Omnibus Sworn Statement together with the signed copy of this Purchase Order within three (3) days from the date the advance copy was served thru fax.

Conforme: <div style="text-align: center;"> Signature Over Printed Name of Supplier Date: APR 25, 2018 </div>	Very truly yours, <div style="text-align: center;"> Signature over Printed Name of Authorized Official OIC-Director IV, PDPB Designation </div>
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Fund Cluster: <u>200000-1-11</u> Funds Available: <u>P148,500.00</u> <div style="text-align: center;"> JUBIE LEA MAE. S. COLES Signature Over Printed Name of Chief Accountant Head of Accounting Division/Unit </div>	ORS/BURS No. <u>02-1111-2018-04-0264</u> Date of the ORS/BURS: <u>APR 16, 2018</u> Amount: <u>P148,500.00</u>
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PURCHASE ORDER
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
Quezon City

#426

Supplier: VJ Graphic Arts, Inc.		PO No.:	2018-04-0264
Address: 1400 Quezon Avenue Quezon City		Date:	April 16, 2018
Tel. No.: 372-0886, 372-6167		Mode of Procurement:	NP Small Value
TIN: 000-400-353-000		Gentlemen:	
Please furnish this office the following articles subject to the terms and conditions contained herein:			
Place of Delivery: DSWD-CO, PMS-Warehouse, IBP Rd., Constitution Hills, Q.C.		Delivery Term:	Please see details below.
Date of Delivery:		Payment Term:	Please see details below.
Stock / Property	Unit	Description	Quantity
		...carry-over amount from page 1	
		B. Qualification of the Service Provider	
		1. Must have its business office and printing facilities located in Metro Manila.	
		2. Must have had at least one previous satisfactory engagement with the Department or government agencies, within the last three (3) years.	
		3. Must be able to provide at least five (5) related samples of work e.g. journals, other IEC materials.	
		4. Must identify a representative who shall coordinate with the PDPB staff and shall be responsible in ensuring that the deliverables are produced on time.	
		Delivery Schedule	
		Quantity	One (1)
		Submission of draft layout	Within five (5) working days upon receipt of the (e-copy form) and Purchase Order
		1st Proof of the Journal	One (1)
		2nd Proof of the Journal	One (1)
		3rd Proof of the Journal	One (1)
		Submission of Journal	Within three (3) working days upon receipt of corrections on 1st proof.
		1st Digital Proof	One (1)
		2nd Digital Proof	One (1)
		Final digital proof	One (1)
		Print Out	Within three (3) working days upon receipt of approved proof
		Total of 300 copies of the SWD Journal	One (1)
		Final delivery of 300 copies of the SWD Journal	Within five (5) working days upon receipt of approved digital proof
		All drafts/proofs should be thoroughly reviewed/proofread by the Service Provider before submitting to DSWD. The printing press shall also provide the Department with the electronic copy of each draft/proof of the SWD Journal, including the final layout.	
Total Amount in Words		One Hundred Forty-Eight Thousand Five Hundred Pesos	
Total Amount in Words		P148,500.00	
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 (0.01) 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.			
As a condition for payment, the supplier/service provider is required to submit the duly notarized Omnibus Sworn Statement together with the signed copy of this Purchase Order within three (3) days from the date the advance copy was served thru fax.			
Conform: Very truly yours,			
Signature Over Printed Name of Supplier		Signature Over Printed Name of Authorized Official	
Date		Date	
Fund Cluster		ORS/BURS No. 62-10101-2018-04-0264	
Funds Available		Date of the ORS/BURS: 04-16-18	
Amount		P148,500.00	
Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit		Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit	
JUBIE MAE S. COLES		RHODORA G. ALDAY	
OIC-Director IV, PDPB		OIC-Director IV, PDPB	

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

#426

PURCHASE ORDER

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

926

Supplier	VJ Graphic Arts, Inc.	PO No.	2018-04-0264
Address	1400 Quezon Avenue Quezon City	Date	April 16, 2018
Tel. No.	372-0886, 372-6167	Mode of Procurement	NP Small Value
TIN	000-400-353-000		

Gentlemen:

MA

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

Place of Delivery	DSWD-CO, PMS-Warehouse, IBP Rd., Constitution Hills, Q.C.	Delivery Term	Please see details below.
Date of Delivery		Payment Term	Please see details below.



Stock / Property	Unit	Description	Quantity	Unit Amount	Amount
		<p>...carry-over amount from page 2</p> <p>Reporting Requirement The Service Provider shall report to the Director or focal staff of the Policy Development and Planning Bureau as deemed necessary.</p> <p>Payment Terms 1st Tranche 50% - Upon submission of the Final Digital Proof 2nd Tranche 50% - Upon full delivery of 300 copies of the CY 2018 SWD Journal</p> <p style="text-align: center;">Charged to Current Appropriation FY 2018 PR No. 2018020368 AOQ No. 18 0175 NP SV</p>			P148,500.00

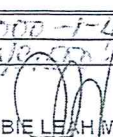
page 3 of 3

Total Amount in Words	One Hundred Forty-Eight Thousand Five Hundred Pesos	P148,500.00
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As a condition for payment, the supplier/service provider is required to submit the duly notarized Omnibus Sworn Statement together with the signed copy of this Purchase Order within three (3) days from the date the advance copy was served thru fax.

Conforme:  Signature Over/Printed Name of Supplier APRIL 25, 2018 Date	Very truly yours,  RHODORA G. ALDAY Signature over Printed Name of Authorized Official OIC-Director IV, PDPB 9 Designation
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Fund Cluster <u>200000-1-4</u> Funds Available <u>13,112,571</u>  JUBIE LEAH MAE S. COLES Signature Over Printed Name of Chief Accountant/ Head of Accounting Division/Unit <u>14/20</u>	ORS/BURS No. <u>03-10101-2018-04-0</u> Date of the ORS/BURS: <u>04-16-18</u> Amount <u>P148,500.00</u>
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