

# PURCHASE ORDER

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

# 328

Supplier :	VJ GRAPHIC ARTS, INC.	PO No. :	2018-04-0296
Address :	1400 Quezon Avenue, Quezon City	Date :	April 17, 2018
Tel. No. :	(02)372-0686 (Percival Datu)	Mode of Procurement :	NP-Small Value
Company TIN :	000-400-353-000		
PhilGEPS Reg. No.:	2003-7217		

Gentlemen:

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

Place of Delivery/ Service:	DSWD-Central Office, Procurement Service-Warehouse, IBP Road, Constitution Hills, Q.C.	Delivery Term:	Refer to Page 2 of PO for the detailed delivery schedule.
Date of Delivery/ Service:	-	Payment Term:	Refer to Page 2 of PO for the detailed terms of payment.

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	copies	Procurement of Services for the Printing of the 2017 Annual Technical Report  <b>Specifications:</b> Paper Type for Cover: C2S 180 lbs coated (both sides) full color matte with spot UV or full colors with stamping; special paper (depending on approved design) Paper Type for Inside Pages: Matte 80 lbs Binding: Smythe sewn perfect binding Size: A4 Color: Full color (cover and inside pages) Quantity: 1,000 copies Number of pages: 80, inclusive of cover Delivery site: DSWD Central Office-Procurement Service (PS) Warehouse <b>Objective:</b> Produce 1,000 copies of visually appealing, reader-friendly and convenient Annual Technical Report of the DSWD <b>Responsibilities of Service Provider:</b> The Service Provider shall: 1. Attend meetings called for the purpose; 2. Prepare the cover design in consultation with the 2017 Annual Technical Report Team; 3. Submit at least three (3) studies of the proposed cover designs;	1,000	179.00	179,000.00

(Total Amount in Words)	One Hundred Seventy-Nine Thousand Pesos.	P	179,000.00
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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 (PO) within three (3) days from the date the PO was served thru fax/email.

Conforme:  <b>PERCIVAL DATU</b> Signature over printed name of Supplier <b>APRIL 23, 2018</b> Date	Very truly yours,   <b>RHODORA G. ALDAY</b> Signature over Printed Name of Authorized Official OIC Director, Policy Development and Planning Bureau Designation
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Fund Cluster: <u>200000-1-4</u> Funds Available: <u>179,000.00</u>   <b>JUBIE LEAH MAE S. COLES</b> Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	ORS/BURS No.: <u>02-10/01-2018-01-029600</u> Date of the ORS/BURS: <u>19-2018</u> Amount: <u>179,000.00</u>
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IBP Road, Constitution Hills, Quezon City

# 328

Supplier :	VJ GRAPHIC ARTS, INC.	PO No. :	2018-04-0296
Address :	1400 Quezon Avenue, Quezon City	Date :	April 17, 2018
Tel. No. :	(02)372-0886 (Percival Datu)	Mode of Procurement :	NP-Small Value
Company TIN :	000-400-353-000		
PhilGEPS Reg. No.:	2003-7217		

Gentlemen:

PSR

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

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Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount										
		4. Proofread the Annual Technical Report, including statistical tables and images; 5. Ensure quality control, including reviewing the layout, proofreading the typeset and reviewing the sample proofs before final publication; 6. Print and deliver to DSWD 1,000 copies of the 2017 Annual Technical Report. <u>Reporting Requirement:</u> The Service Provider shall report to the Director of the Policy Development and Planning Bureau (PDPB) as deemed necessary. <u>Delivery Schedule and Terms of Payment:</u> The Service Provider shall be paid the total contract price (TCP), inclusive of tax. This shall cover all production expenses for printing and all production-related expenses. This shall be paid in three (3) tranches:													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Deliverables</th> <th style="width: 20%;">% of TCP</th> </tr> </thead> <tbody> <tr> <td>1. Approval of Cover Design 5 working days after receipt of Purchase Order (PO)</td> <td style="text-align: center;">10%</td> </tr> <tr> <td>2. Submission of 1st digital proof 10 working days upon approval of cover design and layout</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>3. Delivery of 1,000 copies of Annual Technical Report 10 working days upon approval of final digital proof</td> <td style="text-align: center;">70%</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL:</b></td> <td style="text-align: center;"><b>100%</b></td> </tr> </tbody> </table>	Deliverables	% of TCP	1. Approval of Cover Design 5 working days after receipt of Purchase Order (PO)	10%	2. Submission of 1st digital proof 10 working days upon approval of cover design and layout	20%	3. Delivery of 1,000 copies of Annual Technical Report 10 working days upon approval of final digital proof	70%	<b>TOTAL:</b>	<b>100%</b>			
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<b>TOTAL:</b>	<b>100%</b>														
		References: AOQ No. 18-0251 NP-LV; PR No. 2018030598													

(Total Amount in Words) P -

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Fund Cluster: <u>00000-1-4</u> Funds Available: <u>012400-</u>  <u>JUBIE LEAH MAE. S. COLES</u> Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit <u>94/30</u>	ORS/BURS No.: <u>02-70101-4011-001-001-00</u> Date of the ORS/BURS: <u>00-20-18</u> Amount: <u>179,000-</u>
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