



PURCHASE ORDER

TO: VELPRINT CORPORATION 688e Road 1, Old Balara, Quezon City Telephone No.: 8632-8698 Attn: Ms. Amanita I. Antonio Authorized Representative	P.O. No. 2020-02-0020 Date: February 20, 2020 Mode of Procurement : NP - SVP PR# 2020020173 (PAIO)
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Gentlemen:
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: CSC Bldg., Constitution Hills, Batasan Complex Diliman, Quezon City Telefax No. 931 8029	Delivery Period: Please see details below
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Item No.	Qty.	Unit	Description	Unit Cost	Amount
1	1	lot	Civil Service Reporter Magazine	29.83	495,178.00
			Specifications:	x 16,600 pieces	
			Size: 7-13/16" (7.8125) x 10-7/16" (10.4375) Folded		
			15-5/8" (15.625) x 10-7/16" (10.4375) Spread		
			Color: Full Color		
			Stock: Cover - Matte Finish (120 gsm / 80 lbs.)		
			Inside pages - Matte #70		
			Quantity: 4,150 pcs per quarter or 16,600 for four quarters		
			No. of Pages: 54 pages including cover		
			Binding: Saddle Stitch		
			Packaging: Polywrap		
			Notes:		
			1. Proof should be delivered one (1) day after material has been submitted to the printer		
			2. Delivery should be within Seven (7) Government days upon approval of final proof		
			3. Materials should be packed by 100 pieces/pack		
			4. Printers should have compatibility with ADOBE CLOUD		
			5. Four color printing is a must		
			6. Please do not bid if you are unable to meet the specifications and deadlines		
			Delivery Deadlines:		
			March 30, 2020 (1st Quarter)		
			June 30, 2020 (2nd Quarter)		
			September 30, 2020 (3rd Quarter)		
			December 30, 2020 (4th Quarter)		
			xx-Nothing Follows-xx		

Inclusive of Government Taxes

(Total amount in words) Four Hundred Ninety Five Thousand One Hundred Seventy Eight Pesos Only	Php495,178.00
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In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

ATTY. AILEEN LOURDES A. LIZADA
Commissioner

Conforme:

Rodal 07-03-20
Fandy Rodriguez
(Signature over printed name)

Date:

Requisitioning Office/Division Dir. MA. THERESA C. FERNANDEZ Office Provisional Member / End-User Representative to the BAC	Funds Available: ESCARLET G. CONDE Chief - Accounting Division	Amount: OS No. Php495,178.00
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