



PURCHASE ORDER

TO: LJB PRINTING SERVICES 39-B Mapagmahal St., Brgy. Pinyahan, Diliman, Quezon City Telephone No.: 8426-0495 Attn: Mr. Jesus I. Buenaflor Authorized Representative	P.O. No.: 2020-01-0004 Date: January 23, 2020 Mode of Procurement : NP - SVP PR# 2020010008 (PAIO-PMRD)
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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	Printing of 2019 CSC Memorandum Circulars (with Index of Memorandum Circulars 1988-2019)	56.00	112,000.00
			Specifications:		
			Size: 8.26 x 5.82 inches (folded) 8.26 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		
			Requirements for Printer:		
			1. Proof should be submitted one (1) government working day after submission of materials		
			2. Delivery should be ten (10) working days after approval of final proof		
			3. Should be able to work with Adobe Cloud xx-Nothing Follows-xx		
<i>Inclusive of Government Taxes</i>					


(Total amount in words) One Hundred Twelve Thousand Pesos Only	Php112,000.00
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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:


Wwiminda Bugapwon
 (Signature over printed name)
 Date: Feb 4, 2020

Requisitioning Office/Division  Dir. MARIA THERESA C. FERNANDEZ Office Provisional Member / End-User Representative to the BAC	Funds Available:  ESCARLET G. CONDE Chief - Accounting Division	Amount: OS No. GF Php112,000.00
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Bawat Kawani, Lingkod Bayani