

PURCHASE REQUEST



DBM - GPPB-TSO

Agency

Dept. Capacity Development Division PR No.: 2017-02 Date: Feb. 15, 2017
 Section _____ SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	Lot 1	<p>Photocopy and Softbinding of Handouts (Private Sectors Training)</p> <p>TECHNICAL SPECIFICATIONS:</p> <p>A. Photocopying of presentation slides, program, evaluation forms and notes page</p> <p>A. No. of pages: 230-270 pages double-sided/back to back) per set</p> <p>B. Size of Paper: A4</p> <p>C. Paper Color: Plain White</p> <p>D. Weight: at least 56 gsm</p> <p>E. Black and white photocopying</p> <p>B. Soft Binding of Materials</p> <p>B. Materials to be bound consists of 190-230 sheets which include*:</p> <p style="margin-left: 20px;">i. Cover pages</p> <p style="margin-left: 20px;">ii. 5-7 Modules</p> <p style="margin-left: 20px;">iii. Two (2) sheets of notes page inserted every after module</p> <p style="margin-left: 20px;">iv. Partition page inserted every after notes page</p> <p>C. Color of cover page: Blue</p> <p>D. Color of partition page: Light Green</p> <p>C. DELIVERY REQUIREMENT:</p> <p>Can deliver the goods within seven (7) calendar days upon receipt of the materials to be procured and bound.</p> <p style="text-align: center;"><i>-nothing follows-</i></p>	150 copies		22,575.00
			150 books		

Purpose: To be distributed to participants during the three (3) batches of Private Sectors Training on RA 9184 and its IRR on April, July and October 2017.

Signature: Printed Name: Designation:	Requested by:  JOCELYN B. BESLIG PMO IV	Approved by:  MARIA LORA T. ALVAREZ OIC, Division Head
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PURCHASE ORDER

DBM - GPPB-TSO

Agency

Supplier: WONDER COPY MARKETING P.O. No.: 2017-02
 Address: PTS Bahay Caridad Bldg., Bayani St., Brgy. Doña Imelda, Quezon City Date: March 27, 2017
 TIN: 148-057-685-000 Mode of Procurement: SVP (Sec. 53.9)

Gentlemen:

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

Place of Delivery: Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Rd., Ortigas Center, Pasig City Delivery Term: _____
 Date of Delivery: _____ Payment Term: Full Payment/Check

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Books	Photocopy and Softbinding of Handouts (Private Sectors Training) TECHNICAL SPECIFICATIONS: A. Photocopying of presentation slides, program, evaluation forms and notes page A. No. of pages: 230-270 pages double-sided/back to back) per set B. Size of Paper: A4 C. Paper Color: Plain White D. Weight: at least 56 gsm E. Black and white photocopying B. Soft Binding of Materials B. Materials to be bound consists of 190-230 sheets which i. Cover pages ii. 5-7 Modules iii. Two (2) sheets of notes page inserted every after module iv. Partition page inserted every after notes page C. Color of cover page: Blue D. Color of partition page: Light Green C. DELIVERY REQUIREMENT: Can deliver the goods within seven (7) calendar days upon receipt of the materials to be procure and bound. <i>-nothing follows-</i>	150 copies		19,800.00
			150 copies		

(Total Amount in Words) **Nineteen Thousand Eight Hundred Pesos only.****19,800.00**

In case of failure to make the 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.

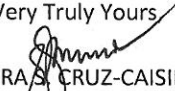
Conforme:


JOHN ALVEN E. JAVIER
 Signature over Printed Name of Supplier

Date


3-27-2017

Very Truly Yours


ELMIRA S. CRUZ-CAISIDO

Authorized Official

Funds Available:


KRISTINE DALE T. CORPUZ

Chief Accountant

ALOBS No.: _____

Amount: _____