



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 Malacañang, Manila  
 Telephone Nos. 7354902 \* 7351957

**PURCHASE ORDER NO. 2013-176**

Supplier: <b>Grafixsafe Printing, Inc.</b>	Date: October 18, 2013 Mode of Procurement: Small Value
Address: 308 Dansalan St., Barangka Ilaya, Mandaluyong City	
TIN:	

Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation dated October 9, 2013, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Bldg. III	Delivery Term: Fifteen (15) working days
Date of Delivery: Fifteen (15) working days upon receipt of NTP	Payment Term: Upon complete delivery and acceptance


Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Supply and Installation of Glass Board to be installed at the DBM-BAC Room Dimension : 88" x 143" Materials : 6-mm glass board Sliding door - 1/4 plywood backing 3/4 and aluminum railing	1 pc.	113,588.00	113,588.00

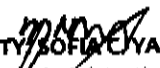
**(Total Amount in Words)**  
**One Hundred Thirteen Thousand Five Hundred Eighty Eight Pesos** 113,588.00

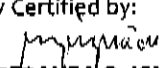
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,

Conforme:

  
**AIRIE B. SILAN**  
 Signature over Printed Name of Supplier  
 Oct - 23, 2013  
 Date

  
**ATTY. SOFIA UYANTO**  
 Director Administrative Service  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>2013-10-1840</u> Amount : <u>₱113,588.00</u> Date : <u>10/21/13</u>
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- Distribution of Copies:**
- / / Original copy for the Supplier's Conforme
  - / / Agency's Central Supply and Property Section for file
  - / / COA Auditor

10/15/13



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MALACAÑANG, MANILA

NOTICE OF AWARD

October 16, 2013

**MS. GIRLIE B. SILAN**  
Grafixsafe Printing, Inc.  
308 Dansalan St., Barangka Ilaya  
Mandaluyong City

By: *Girlye B. Silan*  
Company: *Grafixsafe*  
Office: *Grafixsafe*  
Date: *10-16-13*

Dear **Ms. Silan:**

We are please to inform you that the project "*Supply and Installation of Glass Board*" is hereby awarded to your company in the amount of One Hundred Thirteen Thousand Five Hundred Eighty Eight Pesos (P113,588.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

*[Signature]*  
**ATTY. SOFIA C. YANTO**  
Director, Administrative Service

*[Signature]* *[Signature]*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
MALACAÑANG, MANILA

**NOTICE TO PROCEED**

October 21, 2013

**MS. GIRLIE B. SILAN**  
Grafixsafe Printing, Inc.  
308 Dansalan St., Barangka Ilaya  
Mandaluyong City

Dear **Ms. Silan**:

Per attached Purchase Order No. 2013-176, we hereby notify you that your Office may commence work on the project "*Supply and Installation of Glass Board*" upon receipt and acceptance of this notice.

In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
**ATTY. SOFIA C. YANTO**  
*Director, Administrative Service*





Conforme:

  
GIRLIE B. SILAN

Ms. Girlie B. Silan

10-23-13