



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 TeleFax No. 7354979

**PURCHASE ORDER NO. 2014-229**

|  |                                  |
|--|----------------------------------|
| Supplier: <u>Design &amp; Function Incorporated</u>  | Date: December 3, 2014           |
| Address: <u>G/F A.B. Sandoval Bldg., Oranbo Dr cor.<br/>Shaw Blvd., Pasig City, Metro Manila</u> | Mode of Procurement: Small Value |
| TIN:   |                                  |

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


|  |   |
|--|---|
| Place of Delivery: DBM, Building III               | Delivery Term: Ten (10) working days upon receipt of P.O. |
| Date of Delivery: Ten (10) WD upon receipt of P.O. | Payment Term: Upon completion of delivery & acceptance    |

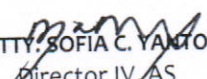
| Stock No. | Unit | Item and Description /Specification | Quantity | Unit Cost | AMOUNT     |
|-----------|------|-------------------------------------|----------|-----------|------------|
|           | unit | Rental of Stand Alone Office Tables | 60       | 55,000.00 | 220,000.00 |

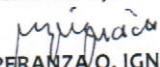
(Total Amount In Words) **220,000.00**  
**Two Hundred Twenty Thousand Pesos Only**

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:   
 Signature over M. MABUNDA  
 Printed Name of Supplier  
Dec. 19, 2014  
 Date

  
 ATTY. SOFIA C. YANTO  
 Director IV/AS  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  
  
**ESPERANZA Q. IGNACIO**  
 Chief Accountant

OS No : 01101101 2014-12-002424  
 Amount : ₱ 220,000.-  
 Date : 12/19/2014

- Distribution of Copies:
- / / Original copy for the Supplier's Conforme
  - / / Agency's Central Supply and Property Section for file
  - / / COA Auditor



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

December 2, 2014

**PRECILLA M. MANGUBA**

Design & Function Incorporated  
G/F A.B. Sandoval Building,  
Oranbo Drive cor. Shaw Boulevard,  
Pasig City, Metro Manila

Dear **Ms. Manguba**:

We are pleased to inform you that the project "*Rental of 60 units Stand Alone Office Tables*" is hereby awarded to your company in the amount of Two Hundred Twenty Thousand Pesos (P220,000.00).

Based on 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,

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



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

**PRECILLA M. MANGUBA**

Design & Function Incorporated  
G/F A.B. Sandoval Building,  
Oranbo Drive cor. Shaw Boulevard,  
Pasig City, Metro Manila

Dear **Ms. Manguba**:

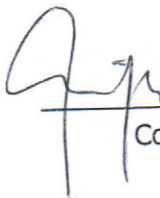
Per attached Purchase Order No. 2014-229, we hereby notify you that your Office may proceed with "*Rental of 60 units Stand Alone Office Tables*" upon receipt and acceptance of this Notice.

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 Services.

 Dec 19, 2014  
Conforme / Date