



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

PURCHASE ORDER NO. 2019-002

| | |
|---|--|
| Supplier: MELCLAIRE S. DELFIN | Date: |
| Address: <u>16A Ricardo St., Carmel 1</u> <u>Brgy. Bahay Toro, Quezon City</u> | Mode of Procurement: Small Value Procurement |
| TIN: <u>205-167-486-000</u> | |

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 Bldg III Date of Delivery: See Terms of Reference | Delivery Term: See Terms of Reference Payment Term: See Terms of Reference |
|---|---|

| Stock No. | Unit | Item and Description /Specification | Quantity | Unit Cost | AMOUNT |
|-----------|------|--|----------|------------|------------|
| | lot | Engagement of a Multimedia Production Artist | 1 | 450,000.00 | 450,000.00 |

(Total Amount In Words)
Four Hundred Fifty Thousand Pesos 450,000.00

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.

Conforme: *Melclair S. Delfin*
MELCLAIRE S. DELFIN
 Signature over Printed Name of Supplier
Feb. 6, 2019
 Date

Very truly yours,
Thea Marie Corinne F. Palarca
THEA MARIE CORINNE F. PALARCA
 Director IV, Administrative Service
 Authorized Official
 (Representing End User)

| | |
|---|--|
| Funds Availability Certified by: <u><i>Esperanza Q. Ignacio</i></u> ESPERANZA Q. IGNACIO Chief, Accounting Division | OS No : <u>021011012019 01-86</u> Amount : <u>450,000.</u> Date : <u>1/30/2019</u> |
|---|--|

- Distribution of Copies:
- / / Original copy for the Supplier's Conformance
 - / / 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 TO PROCEED

January 17, 2019

MS. MELCLAIRE S. DELFIN
Claire Delfin Media Services
16A Ricardo St., Carmel 1,
Brgy. Bahay Toro,
Quezon City

Dear Ms. Delfin:

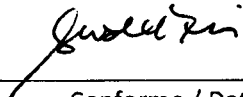
Per attached Purchase Order No. **2019-002**, we hereby notify you that your Office may proceed with the delivery of the project "*Engagement of a Multimedia Production Artist*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service



Conforme / Date Feb. 6, 2019



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

NOTICE OF AWARD

January 17, 2019

MS. MELCLAIRE S. DELFIN
Claire Delfin Media Services
16A Ricardo St., Carmel 1,
Brgy. Bahay Toro,
Quezon City

Dear Ms. Delfin:

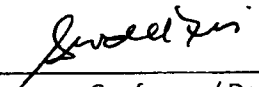
We are pleased to inform you that the project "*Engagement of a Multimedia Production Artist*" is hereby awarded to your company in the amount of Four Hundred Fifty Thousand Pesos (P450,000.00).

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,


THEA MARIE CORINNE F. PALARCA
Director *IV*, Administrative Service

 Feb. 6, 2019

Conforme / Date