



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

PURCHASE ORDER NO. 2020-051

Supplier:	Advance Computer Forms Inc.	Date:	August 17, 2020
Address:	1001 GP Sulok St. Brgy. Ugong Valenzuela City	Mode of Procurement:	NP- Small Value Procurement
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 (Administrative Service)	Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.
Delivery Term: Fifteen (15) working days upon receipt of Notice to Proceed (NTP)	

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	box	DBM Continuous Forms Size (DxW): 11" x 9.5" No. of ply: 3 500 sets/ box Multicopy Carbonless Paper *For payroll transactions * nothing follows *	24	P850.00	P20,400.00

(Total Amount In Words)
Twenty Thousand Four Hundred Pesos P20,400.00

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,
THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service
Authorized Official
(Representing End User)

Conforme: *Julie Ann Real*
Signature over Printed Name of Supplier
8-25-2020
Date

Funds Availability Certified by: <u>f. grandtanday</u> JEFFREY DM. GALARPE OIC - Accounting Division	OS No : <u>02-101101-2020-08-001033</u> Amount : <u>₱ 20,400.00</u> Date : <u>August 24, 2020</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



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NOTICE OF AWARD

MS. JULIET A. VILLENA

Advance Computer Forms Inc.
1001 GP Sulok St. Brgy. Ugong
Valenzuela City

Dear **Ms. Villena:**

We are pleased to inform you that the project, "24 boxes of DBM Continuous Forms," is hereby awarded to your company in the amount of Twenty Thousand Four Hundred Pesos (P20, 400.00).

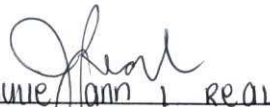
Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you and God Bless.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

Conforme:



Julie Ann I. Real
Authorized Representative,
Advance Computer Forms Inc.

Date:

8-25-2020



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

NOTICE TO PROCEED

MS. JULIET A. VILLENA

Advance Computer Forms Inc.
1001 GP Sulok St. Brgy. Ugong
Valenzuela City

Dear **Ms. Villena:**

Per attached Purchase Order No. 2020-051 [PO No. 2020-051], we hereby notify you that your office may proceed with the delivery of the project, "*24 boxes of DBM Continuous Forms,*" upon receipt and acceptance of this Notice.


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

Thank you and God Bless.

Very truly yours,


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

Conforme:



JULIET ANN L. REAL
Authorized Representative,
Advance Computer Forms Inc.

Date:

8-25-2020