



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

**PURCHASE ORDER NO. 2020-099**

Supplier: Zurbano Publishing & Printing Corp. Mode of Procurement: NP- Small Value Procurement  
 Address: 2195 Primo Rivera St. Brgy. La Paz  
 Makati City  
 TIN: 219201079000

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 Central Office 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: See attached Schedule of Requirements.

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		<b>Printing and Delivery of the Primer on Local Budgeting</b>			
	copies	Volume 1: Provinces, Cities and Municipalities	5,000	P57.90	P289,500.00
	copies	Volume 2: Barangays	10,000	P50.80	P508,000.00
		Specifications: Size: 8.5 x 11 in. (folded), 17x11 in. (spread) Color: Full color Pages: Max. of 80 pages Stock: Cover- C2S 180# Inside: C2S 70# Process: Computer-to-Plate, Offset Printing Binding: Perfect Binding Lamination: Cover-Matte Lamination, 1 side Others: Layout by printer with set of proofs only * nothing follows *			

(Total Amount In Words)  
 Seven Hundred Ninety-seven Thousand Five Hundred Pesos **P797,500.00**

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:   
**AUGUSTO B. BALBENERA, JR.**  
 Signature over Printed Name of Supplier  
**January 7, 2021**  
 Date

Very truly yours  
  
**MARISSA A. SANTOS**  
 OIC- Director IV, Administrative Service  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  
  
**JEFFREY D.M. GALARPE**  
 OIC - Accounting Division

OS No : 02101102020-12-001575  
 Amount : P797,500.00  
 Date : Dec. 29, 2020

- Distribution of Copies:**
- / / Original copy for the Supplier's Conformance
  - / / Agency's Central Supply and Property Section/EUR for IAR and Payment Processing
  - / / COA Auditor
  - / / AS-PMD Copy for file



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**NOTICE OF AWARD**

**MR. AUGUSTO B. BALBUENA JR.**

Zurbano Publishing & Printing Corp.  
2195 Primo Rivera St.  
Brgy. La Paz Makati City

Dear **Mr. Balbuena:**

We are pleased to inform you that the project, "Printing and Delivery of the Primer on Local Budgeting (Volume 1: Provinces, Cities and Municipalities; and Volume 2: Barangays)," is hereby awarded to your company in the amount of Seven Hundred Ninety-Seven Thousand Five Hundred Pesos (P797, 500.00).

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,

  
**MARISSA A. SANTOS**  
OIC- Director IV, Administrative Service *gr*

Conforme:

  
**AUGUSTO B. BALBUENA JR.**  
Authorized Representative,  
Zurbano Publishing & Printing Corp. *g*

Date: January 7, 2021



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**NOTICE TO PROCEED**

**MR. AUGUSTO B. BALBUENA JR.**

Zurbano Publishing & Printing Corp.  
2195 Primo Rivera St.  
Brgy. La Paz Makati City

Dear **Mr. Balbuena:**

Per attached Purchase Order No. 2020-099 [PO No. 2020-099], we hereby notify you that your office may proceed with the delivery of the project, 'Printing and Delivery of the Primer on Local Budgeting (Volume 1: Provinces, Cities and Municipalities; and Volume 2: Barangays),' upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with the Office of the Secretary 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,

**MARISSA A. SANTOS**

OIC- Director IV, Administrative Service

Conforme:

**AUGUSTO B. BALBUENA JR.**

Authorized Representative,  
Zurbano Publishing & Printing Corp.

Date: February 17, 2021