



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

**PURCHASE ORDER NO. 2013-200**

Supplier: <b>VI Graphics Arts, Inc.</b>	Date: November 26, 2013
Address: <b>2/F PDF Building, 1400 Quezon Avenue Quezon City</b>	Mode of Procurement: Small Value
TIN:	

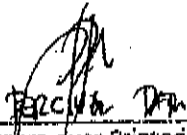
Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation dated November 13, 2013, subject to the Terms and Conditions enumerated at the back hereof:

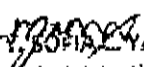
Place of Delivery : <b>G/F, DBM Bldg., Gen. Solano, San Miguel, Manila</b>	Delivery Term: <b>Seven (7) working days upon receipt of P.O.</b>
Date of Delivery : <b>Seven (7) working days upon approval of sample &amp; receipt of P.O.</b>	Payment Term: <b>Upon complete delivery and acceptance</b>


Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Printing and Delivery of Governance Cluster Action Plan Brochure	2,000 copies	11.00	22,000.00

(Total Amount in Words) **Twenty two thousand pesos** 22,000.00

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:  
  
 Signature over Printed Name of Supplier  
**Dec. 3, 2013**  
 Date

Very truly yours,  
  
**ATTY. SOFIA L. YANTO**  
 Director, Administrative Service  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>2013-11-206</u> Amount : <u>₱ 22,000.00</u> Date : <u>11/27/13</u>
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- Distribution of Copies:**
- 1 Original copy for the Supplier's Conforme
  - 1 Agency's Central Supply and Property Section for file
  - 1 COA Auditor
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  - 1 COA Auditor



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

NOTICE OF AWARD

November 22, 2013

**MR. PERCIVAL D. DATU**

VJ Graphics Arts, Inc.  
2/F PDP Building, 1400 Quezon Avenue  
Quezon City

Dear **Mr. Datu:**

We are pleased to inform you that the project "*Printing and Delivery of Governance Cluster Action Plan Brochure*" is hereby awarded to your company in the amount of Twenty Two Thousand Pesos (P 22,000.00).


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,

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



  
PERCIVAL DATU  
VJ GRAPHIC ARTS  
NOV. 22, 2013



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

NOTICE TO PROCEED

November 27, 2013

**MR. PERCIVAL D. DATU**  
VJ Graphics Arts, Inc.  
2/F PDP Building, 1400 Quezon Avenue  
Quezon City

Dear **Mr. Datu**:

Per attached Purchase Order No. 2013-200, we hereby notify you that your Office may commence work on the project "*Printing and Delivery of Governance Cluster Action Plan Brochure*" upon receipt and acceptance of this notice.

In this regard, your Office shall coordinate with the Reforms and Innovations Unit (RIU) under the Office of the Secretary, 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,

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

Conforme:  
*[Signature]*  
**PERCIVAL D. DATU**  
Mr. Percival D. Datu

*DEC 3, 2013*