



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

NOTICE OF AWARD

16 MAR 2026

[REDACTED]
HIPIVE PRINTING SERVICES
Unit 264 Cityland Dela Rosa Condo,
Brgy. Pio Del Pilar, Makati City

Dear Mr. Bustria,

We are pleased to inform you that the Project, "**Procurement of Tokens for DBM QMS Conference Speakers and Participants**" is hereby awarded to your company in the amount of Fifty Thousand Eight Hundred Pesos Only (Php50,800.00).

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

Thank you and God Bless.

Very truly yours,

[REDACTED]
AARON ALBERTO A. ESCALONA
Director III and Concurrent Chief Administrative Officer [REDACTED]

Conforme: ✓

[REDACTED]

Authorized Representative
Hipive Printing Services
Date: 17 MAR 2026



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

NOTICE TO PROCEED

24 MAR 2026

[REDACTED]
HIPIVE PRINTING SERVICES
Unit 264 Cityland Dela Rosa Condo,
Brgy. Pio Del Pilar, Makati City

Dear Mr. Bustria,

Per attached Purchase Order No. 2026-008, we hereby notify you that your office may proceed with the delivery of the project, **"Procurement of Tokens for DBM QMS Conference Speakers and Participants"** upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Corporate Planning and Management Service (CPMS) to ensure compliance with the item specification and the terms stated at the back of the Purchase Order.

Very truly yours,

[REDACTED]
AARON ALBERTO A. ESCALONA
Director III and Concurrent Chief Administrative Officer [REDACTED]

Conforme:

[REDACTED]

Authorized Representative
Hipive Printing Services
Date: 27 MAR 2026



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

PURCHASE ORDER NO. 2026-008

Supplier: **Hipive Printing Services** Date: **24 MAR 2026**
Address: Unit 264 Cityland Dela Rosa Condo, Brgy. Pio Del Pilar, Makati City
TIN: [REDACTED] Mode of Procurement: Small Value Procurement

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:
- Department of Budget and Management (DBM) Central Office - General Solano St., San Miguel Manila

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:
Sample proof of merchandise: Sample product should be sent to the CPMS within 15 working days from the receipt of Notice to Proceed for CPMS' approval prior to mass production
Delivery Date: Within 45 calendar days from the approval of the sample proof of merchandise

Stock No.	Unit	Item and Description /Specification	Total Quantity	Unit Cost	Amount
	pcs	Curated box set -in accordance with Annex "A", Detailed Technical Specifications (DTS)	20	P1,565.00	P31,300.00
	pcs	Automatic Foldable Umbrella -in accordance with Annex "A", Detailed Technical Specifications (DTS) - Nothing follows-	100	P195.00	P19,500.00

(Total Amount In Words)
Fifty Thousand Eight Hundred Pesos Only **P50,800.00**

"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%) of the cost of the delayed goods for everyday of delay shall be imposed."

Conforme: [REDACTED] Very truly yours, [REDACTED]
Signature over Printed Name of Supplier: [REDACTED] **AARON ALBERTO A. ESCALONA**
27 MAR 2026 Director III and Concurrent Chief Administrative Officer
Authorized Official [REDACTED]

Funds Availability Certified by: [REDACTED] OS No : 021011012026-03-776
Amount : 50,800-
Date : 02/18/26

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

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION
2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.
Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be granted a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award there for withdrawn from that defaulting AWARDDEE. Thereafter, the award shall be made to the next lowest complying offer or at the discretion of the Procuring Entity. The DBM shall then purchase the required item(s) from such other sources as may be determined, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from participating in future bidding of the DBM without prejudice to the imposition of other sanctions as prescribed under Republic Act (RA) No. 12009 (the New Government Procurement Act) and its Implementing Rules and Regulations (IRR).
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representative of both Supplier and Procuring Entity within three (3) working days from the date of actual delivery. In case the inspection reveals that the Goods delivered do not comply with the specifications or are defective, the Supplier shall be notified by the Procuring Entity within the said period. It is understood that the Supplier is considered to have been duly notified even if the results of the inspection conducted by the Procuring Entity shall have been sent by registered mail to the address of Supplier as registered in the PO.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) and shall be replaced by the Supplier subject to liquidated damages and other sanctions prescribed under item 4 hereof.
7. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/product(s) shall be replaced within seven (7) working days from receipt of notice to that effect.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.
The maximum deduction shall be ten percent (10%) of the amount of the contract, in which case the contract shall be rescinded by the Procuring Entity without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.
The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.
9. All duties, excise taxes, and other applicable taxes, as well as revenue and bank charges, if any, shall be borne by the Supplier.
10. The technical specifications, bid proposal and other documents required from the AWARDDEE shall form part of this Purchase Order.
11. The Head of the Procuring Entity reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract as prescribed under Section 70 of the IRR of RA No. 12009.
12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
13. In compliance with Section 3(a) of the IRR of RA No. 12009 and consistent with Administrative Order No. 34 s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
 - a.) Project name;
 - b.) Approved budget for the contract;
 - c.) Contract period;
 - d.) Name of winning bidder and its official business address;
 - e.) Amount of contract awarded;
 - f.) Date of award and acceptance; and
 - g.) Implementing office/unit/division/bureau of the concerned agency or instrumentality

REPUBLIC OF THE PHILIPPINES
CITY OF MANILA) S S

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this ____ day of _____, 2026, personally appeared _____, known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.


This Instrument consists of ____ (____) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this ____ day of _____, 2026
Doc No. _____
Page No. _____
Book No. _____
Series of 2026


AWARDEE
27 MAR 2026

I. Technical Specifications

Item	Technical Specifications
<p>For the QMS Conference Speakers</p> <p>Curated box sets (20 pcs)</p>	<p>Curated gift box with the following inclusions:</p> <div data-bbox="703 445 1098 770" data-label="Image"> </div> <p>Design Description: Flip top hard box with gold DBM logo print Logo Print Type/Color: Hot Foil Gold (one logo) Logo Size: 4" (round) Size: Can fit the mug, coffee press and beans, and teaspoon Paper fillers color: White Box type: Flip top hard box Color: Dark blue Ribbon: Dark Blue</p> <p><u>Items inside the box:</u> Coffee gift set <u>Double Wall Mug</u></p> <div data-bbox="580 1312 1283 1581" data-label="Image"> </div> <p>Design Description: Double wall clear mug and wooden lid with DBM logo Mug type: Clear and double wall Material (Lid/Cover): Wood Color of Lid: Brown Capacity: 250mL With handle: Yes With logo: Yes, on top of the wooden lid Print type: Engraved</p>

	<p><u>Coffee Press</u></p>  <p>Design Description: Coffee Press with DBM logo in a transparent decal Dimensions: 3" x 7" (13.5oz) Make: Heat-resistant glass and stainless steel; food-grade standard, easy to clean, wear resistant, and durable</p> <p><u>1 small golden tea spoon</u> Dimensions: <ul style="list-style-type: none"> • Overall length 110-120mm • Bowl width: 20-25mm • Bowl depth 4-6mm • Handle thickness: 1.2-2mm Make: Food-grade stainless steel, scratch-resistant gold coating, suitable for hot and cold beverages,</p>
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For the QMS Participants

<p>Automatic Foldable Umbrella (100 pcs)</p>	 <p>Design Description: Foldable umbrella with UV protection; with DBM logo Size: 98 cm x 68 cm (open 41" x 3" x 24.5"; closed 3" x 3" x 13") Material: Pongee Fabric Color: Navy blue Design: 3 folds high-density fiberglass ribs; automatic folding umbrella with UV protect coating; with cover Logo Print Type/Color: Hot Foil Black (one logo) on one (1) panel Logo Size: 4" (round)</p>
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Payment Terms	
	<p>Full payment shall be made after delivery and upon issuance of a Certificate of Acceptance by the Director of the Corporate Planning and Management Service, in accordance with budgeting, accounting, and auditing laws, rules, and regulations.</p> <p>Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the supplier shall present their valid and updated Tax Clearance Certificate to the End-user Unit, prior to the final payment of the contract. Failure to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the supplier.</p>

Schedule of Requirements:

Activities	Target Delivery
Sample proof of merchandise	Sample products should be sent to the CPMS within 15 workings days from the receipt of Notice to Proceed for CPMS' approval prior to mass production
Procurement of tokens	With 45 calendar days from the approval of the sample proof of merchandise

Prepared by:



Digitally signed
by Rafael Waldo
R. Guerrero

RAFAEL WALDO R. GUERRERO

Planning Officer V, CPMS - ManD

Date: February 25, 2026



Digitally signed
by Lady Rose
Ann P. Lazagata

Approved by:



Digitally signed
by Escalante
Rowel Dela
Cruz

ROWEL D. ESCALANTE

Director, CPMS

Date: February 25, 2026