



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

NOTICE TO PROCEED

11 MAR 2026

MR. PERCIVAL D. DATU

VJ Graphic Arts, Inc.
Unit 12 No, Future Point Plaza 2,
#115 Mother Ignacia Ave. South
Triangle, District 4, Quezon City

Dear Mr. Datu,

Per attached Purchase Order No. 2026-005, we hereby notify you that your office may proceed with the delivery of the project, **"Offset Printing of Custom Gift Bags with DBM Logo"** upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Advocacy, Communications, and Training Service (ACTS) 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

Conforme:

[REDACTED]

PERCIVAL DATU
Authorized Representative
VJ Graphic Arts, Inc.

Date: MARCH 16, 2026

[REDACTED]



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

PURCHASE ORDER NO. 2026-005

Supplier: **VJ Graphic Arts, Inc.** Date: **11 MAR 2026**
Address: Unit 12 No, Future Point Plaza 2, #115 Mother Ignacia Ave. South Triangle, District 4, Quezon City Mode of Procurement: Small Value Procurement
TIN: 000-400-353-000 VAT

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:
Submission of Printer's Proof
- Within five (5) working days after receipt of the digital file from DBM-ACTS
DBM Gift Bags
- Full delivery within thirty (30) working days after the approval of the printer's proof

Stock No.	Unit	Item and Description /Specification	Total Quantity	Unit Cost	Amount
		One (1) Lot Offset Printing of Custom Gift Bags with DBM Logo			
	Pieces	Custom Gift Bags with DBM Logo (Large) Size: 13 x 6 x 10 inches (length/width/height) Color: White Materials: 200 gsm matte laminated paper Finishing: Full color DBM logo (4.5 x 4.5 inches) with spot UV varnish Handle: White rope with eyelet (Please See Attached Images in Annex "C")	350	P135.00	P47,250.00
	Pieces	Custom Gift Bags with DBM Logo (Medium) Size: 9 x 5 x 11 inches (length/width/height) Color: White Materials: 200gsm matte laminated paper Finishing: Full color of DBM logo (3.5 x 3.5inches) with spot UV varnish Handle: White rope with eyelet (Please See Attached Images in Annex "C")	350	P100.00	P35,000.00
	Pieces	Custom Gift Bags with DBM Logo (Small) Size: 6 x 3 x 9 inches (length/width/height) Color: White Materials: 200gsm matte laminated paper Finishing: Full color DBM logo (2.5 x 2.5 inches) with spot UV varnish Handle: White rope with eyelet (Please See Attached Images in Annex "C")	300	P70.00	P21,000.00
		- Nothing Follows-			

(Total Amount In Words)
One Hundred Three Thousand Two Hundred Fifty Pesos Only **P103,250.00**

"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:

PERDINAR DARA
Signature over Printed Name of Supplier

MARCH 12, 2026
Date

Very truly yours,

AARON ALBERTO A. ESCALONA
Director III
Authorized Official

Funds Availability Certified by:

JEFFREY DM GALARPE
Chief Accountant - Finance Service

OS No : 02-101101-2026-03-000514
Amount : P 103,250.00
Date : 03/03/2026

Distribution of Copies:

- // Original copy for the Supplier's Conforme
- // Agency's Central Supply and Property Section/EUR for IAR 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. AWARDEE 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 AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE 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 AWARDEE 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 AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award there for withdrawn from that defaulting AWARDEE. Thereafter, the award shall be made to the next lowest complying offeror 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 AWARDEE. Refusal by DEFAULTING AWARDEE 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 AWARDEE 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.

Accepted By _____


AWARDEE

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



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

NOTICE OF AWARD

27 FEB 2026

MR. PERCIVAL D. DATU

VJ Graphic Arts, Inc.
Unit 12 No, Future Point Plaza 2,
#115 Mother Ignacia Ave. South
Triangle, District 4, Quezon City

Dear Mr. Datu,

We are pleased to inform you that the Project, **"Offset Printing of Custom Gift Bags with DBM Logo"** is hereby awarded to your company in the amount of One Hundred Three Thousand Two Hundred Fifty Pesos Only (Php103,250.00).

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,

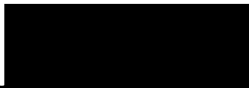


AARON ALBERTO A. ESCALONA

Director III and Concurrent Chief Administrative Officer

Conforme:

PERCIVAL DATU



Authorized Representative

VJ Graphic Arts, Inc.

Date: February 27, 2026