



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

11-03622

Supplier: **Glyz Printing Services & Trading Inc.**
Address: D. Mangubat Ave. cor. F. Barzaga Rd. Lot 39760E-3,
Buro Main Dasmariñas City
Contact nos: +639175051541

P.O. No. _____
Date: **08 NOV 2022**
Mode of Procurement: **Small Value Procurement**

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City
Date of Delivery: _____

Delivery Term: _____
Payment Term: **Government Procedure**

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OPCD					
1	Piece	250	Greeting Card (Design 1) with Envelope Card: 5.3x4 inches (folded size) Envelope: 6x5 inches Card: Pale cream board 220 gsm Envelope: Cream Book 80-100 gsm Print on Card: Gold stamping, Black Inck (2 sides) Print on Envelope: none Includes assembly and fo	P 50.00	P 12,500.00
2	Piece	250	Greeting Card (Design 2) with Envelope Card: 5.3x4 inches (folded size) Envelope: 6x5 inches Card: Pale cream board 220 gsm Envelope: Cream Book 80-100 gsm Print on Card: Gold stamping, Black Inck (2 sides) Print on Envelope: none Includes assembly and folding of cards/envelopes	P 45.00	P 11,250.00
3	Piece	350	Paper Bag with Handle Size 14x3x14 inches Kraft Board Gold Stamp (2 sides) with DFA logo and "Office of Public and Cultural Diplomacy" Kraft Board #250	P 82.40	P 28,840.00
XXXXXXXX					
(total Amount in Words)					P 52,590.00

Fifty Two Thousand Five Hundred Ninety Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:
Jo Ann D. Gallardo
(Signature over printed name)

(Date)

Very truly yours,

MEDARDO G. MACARAIG
Assistant Secretary, OAMSS

Requisitioning Office/Dept: OPCD

EDUARDO MARTIN R. MENZ
Assistant Secretary, OPCD

Funds Available:
LYRIE F. FULGENCIO
Chief Accountant

Amount: **₱ 52,590.00**
ALOBS No.: **2022-12-009200 / 14 Dec 2022**