



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

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| Supplier: INNOVATION PRINTSHOPPE, INC. | P.O. No. 11-007-23 |
| Address: APM Bldg. 2224-2225 Concha St. San Andres Bukid, Manila | Date 06-Nov-23 |
| Contact nos: T: 8561-4427 E: faderanga.m@innovationprintshoppe.com | Mode of Procurement Small value |

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

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|---|--------------------------------|
| Place of Delivery: Department of Foreign Affairs - 2330 Roxas Boulevard, Pasay City | Delivery Term: 30 working days |
| Date of Delivery: n/a | Payment Term: Government Terms |

| Item No. | Unit | Quantity | Description | Unit Cost | Amount |
|--|-------|----------|---|-----------|--------------|
| OSEC | | | | | |
| Procurement of the Production and Delivery of Christmas Post cards/Cards and Envelopes | | | | | |
| 1 | Piece | 4,500 | Christmas Post Card Material: Textured Paper (Crystal Salt) 350gsm Size: 5.5" x 7.5" Print: Full color Lamination: with stamping and embossing | P 20.50 | P 92,250.00 |
| 2 | Piece | 4,500 | Envelope Material: Smooth Woven Paper -120 gsm Size: 5.5" x 7.5" (fit to size) Color: Diamond White with Gold stamping of Department of Foreign Affairs on flap | P 22.40 | P 100,800.00 |
| 3 | Set | 600 | Christmas Card Material: Textured Paper (Premium White) 350gsm Size: 12" x 9" (spread) / 6" x 9" (folded) Print: Full color Lamination: with stamping and embossing | P 128.10 | P 76,860.00 |
| | | 600 | Envelope Material: Linen Size: 6" x 9" (fit to size) Color: Blue with gold stamping of Department of Foreign Affairs on flap | | |
| XXXXXXXXXXXXXXXXXX | | | | | |

(total Amount in Words) Two Hundred Sixty-Nine Thousand Nine Hundred Ten Pesos **P 269,910.00**

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

Conforme: *MINERVA E. FADERANGA* (Signature over printed name) **2023-11-08 583**
09 Nov 23
(Date)

Very truly yours, *Patrick John U. Hilado*
PATRICK JOHN U. HILADO
Assistant Secretary, OAMSS

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| Requisitioning Office/Dept: osec BERNADETTE THERESE C. FERNANDEZ Chief Coordinator, OSEC | Funds Available: <i>Jovy V. Ferrer</i> JOVY V. FERRER Acting Chief Accountant | Amount: ₱ 269,910.00 ALOBS No.: 2023-11-008583; A 09 Nov-2023 |
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