

DEC 14 2023

			JOB O DEPARTMENT OF I MAN	FOREIGN AFFAIRS	B'	Y:	DATE:		
		PAGES CORPO		J.O. No.	12-008-23				
Address:	2763 Silang	St., Sta. Ana,	Manila L	anila Date 13-Dec-2					
Contact nos:	T: 8564-7757	to 58 / 8561-036	7 E: coverangpagescorporation@yahoo.com	Mode of Procurement		Small Value			
Gentleme	n:								
			owing articles subject to the terms and condition	ons contained herein:	Delivery Term:	20 days			
Place of Do Date of Do	-	N/A	of Foreign Affairs, 2330 Roxas Boulevard, Pasay City		Payment Term:				
	1573								
Item No.	Unit	Quantity	Descripti			Unit Cost	Amount		
	-	300	OPCD/OA		- A-t	2.750.00	D 025 000 00		
1	Сору	300	Procurement of services for the Layout, Printing and Bino I: BOOK LAYOUT	ding of Coffee Table Book of	n Artwork	P 2,750.00	P 825,000.00		
			Scope of Work:						
			Layout:						
			Design and create a visually appealing book layout for	both print and digital formal	ts, subject to				
			approval.		h - h h				
			 Format text, headings, subheadings, and other elemen Incorporate images and other visual elements provided 		ne book.				
			Ensure proper placement and alignment of all elements						
			Create a table of contents, index, and other necessary						
			Deliverables:						
			Layout:						
			Print-ready and digital-ready book layout files with prop	perly embedded fonts and in	nages.				
			PDF proofs for approval before finalizing the layout Source files used for the lauout (if applicable)						
			Timeline:						
			The poject is expected to be completed within 2 months from the start date. A detailed timeline will be						
			provided upon agreement						
			Confidentiality All information, materials, and content provided for this projet will be treated as confidential and will not						
	bo bo								
	shared or used for any purpose beyond the scope of this project.								
			II. PRINTING & BINDING Quantity: 300 copies						
			Size: Cover - 27cm. x 27cm.; Pages - 26cm. x 26cm						
			Stock:						
			Book jacket - glossy						
			Cover - Chipboard #30 covered with C25#120 (Matte lar						
			printed in foil stamping						
			Pages - GSM 120; Matte#120						
			Color: Full colors - both sides print (inside pages) Full col						
			No. of pages: 300 pages (content); 8 pages (cover)						
			Process: Computer to Plate (CTP) printing with plastic lan perfect binding (hardbound)	mination, folding, scoring, si	myth sewing and				
			Printing of one (1) mock-up before submission of final dr Delivery: Twenty (20) days after approval of final proofs	ratt before printing					
				nanana					
			xxxxxxxxxxx Chargeable against OUMAIER-CDU's FY 2023 MOOE - Pri		nces				
total Ar	nount in	Words)	Eight Hundred Twenty-Five Thousand Pesos	inting and rabileation expen	1303		P 825,000.00		
Conforme: Podum Muse (Signature over printed name) Nervision case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) Very truly yours PATRICK JOHN U. HILADO Assistant Secretary, OAMSS									
(Date) Requisitioning Office/Dept: OPCD/OAMSS Funds Available: Funds Available: Amount: 7825 000 ARVIN R. De LEON ARVIN R. De LEON ALOBS No.: 14 New 2019									

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2330 Roxas Blvd., Pasay City, 1300 Philippines

Tel. No. 834 - 4000 www.dfa.gov.ph

JOB ORDER

DEPARTMENT OF FOREIGN AFFAIRS MANILA

				IV	IANILA						
Supplier:	supplier: COVER AND PAGES CORPORATION					J.O. No. 12-008-23					
Address:	ess: 2763 Silang St., Sta. Ana, Manila						13-Dec-23	c-23			
Ctt	tact nos: T: 8564-7757 to 58 / 8561-0367 E: coverangpagescorporation@yahoo.com					Mode of Procurement Small Value					
Gentleme	_	(0 58 / 8561-036	7 E: Coverangpages	scorporation@yanoo.com	liviode of F10	Curement		Sman varge			
Gendeme											
Please fu	nish this o	ffice the foll	owing articles	subject to the terms and con	ditions contain	ed herein:					
Place of D	elivery:	Department	of Foreign Affairs,	2330 Roxas Boulevard, Pasay City			Delivery Term:	20 days			
Date of Delivery: N/A					Paym		Payment Term:	Send bill arrangement			
							L Unit Cost Amount				
Item No.	Unit	Quantity			ription			Unit Cost	Amount		
1	Сору	300	OPCD/OAMSS Procurement of services for the Layout, Printing and Binding of Coffee Table Book on Artwork			P 2,750.00	P 825,000.00				
	I: BOOK LAYOUT						A Annual Control of the Control of t				
		Scope of Work:									
			Layout:								
				te a visually appealing book layout	ts, subject to						
	approval. Format text, headings, subheadings, and other elements consistently throughout the book. Incorporate images and other visual elements provided by the author/publisher.										
				lacement and alignment of all elem							
	Create a table of contents, index, and other necessary navigational elements.										
			Deliverables: Layout:								
		-		digital-ready book layout files with approval before finalizing the layout		d fonts and if	nages.				
		-		d for the lauout (if applicable)							
			Timeline:	, , , , , , , , , , , , , , , , , , , ,							
			The poject is expe	ected to be completed within 2 mor	iths from the start	t date. A deta	iled timeline will be				
		provided upon agreement									
			Confidentiality	rateriais, and content provided for t	nis projet wiir be t	reateu as con	nuentiar anu wiii nut				
		ļ	bo	r any purpose beyond the scope of				-			
			II. PRINTING & B		tins project.						
			Quantity: 300 copies								
			Size: Cover - 27cm. x 27cm.; Pages - 26cm. x 26cm Stock: Book jacket - glossy Cover - Chipboard #30 covered with C25#120 (Matte laminated); cover title is embossed, subtitle is								
			printed in foil stamping								
		Pages - GSM 120; Matte#120									
	Color: Full colors - both sides print (inside pages) Full colors, 1 side printing (cover & jacket)						k jacket)				
	No. of pages: 300 pages (content); 8 pages (cover)										
	Process: Computer to Plate (CTP) printing with plastic lamination, folding, scoring, smyth sewing and perfect binding (hardbound)						myth sewing and				
-	Printing of one (1) mock-up before submission of final draft before printing Delivery: Twenty (20) days after approval of final proofs **********************************										
			Chargeable again	st OUMAIER-CDU's FY 2023 MOOE		dication Exper	nses	 			
(total A	mount in	Words)	3	venty-Five Thousand Pesos	3				P 825,000.00		
			1								
				n the time specified above, a	penalty of one	e-tenth (1/1	0)				
of one pe	rcent for ev	ery day of o	delay shall be in	mposed.				. 1	100		
								1 +)		
							Very truly yours	//na	L		
Conforms:											
PATRICK JOHN U. HILADO Assistant Secretary, OAMSS (Signature over printed name)											
(Signature over printed name)											
		(Date)					T	A CO-	2		
Requisitioning/Office/Dept: OPCD/DAMSS Funds Available: Amount:											
ARVIN R DE LEON MINDARADAT R. MAMAD ALOBS No.: 4 Dec Jorn											
Assistant Secretary, OPCD Acting Chief Accountant											

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page 1 of 1