

JOB ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: COVER AND PAGES CORPORATION	J.O. No. 12-008-23
Address: 2763 Silang St., Sta. Ana, Manila	Date 13-Dec-23
Contact nos: T: 8564-7757 to 58 / 8561-0367 E: coverangepagescorporation@yahoo.com	Mode of Procurement Small Value

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	Delivery Term: 20 days
Date of Delivery: N/A	Payment Term: Send bill arrangement

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			OPCD/OAMSS		
1	Copy	300	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		
			Scope of Work:		
			Layout:		
			• Design and create a visually appealing book layout for both print and digital formats, 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.		
			• Ensure proper placement and alignment of all elements, including text and images.		
			• Create a table of contents, index, and other necessary navigational elements.		
			Deliverables:		
			Layout:		
			• Print-ready and digital-ready book layout files with properly embedded fonts and images.		
			• PDF proofs for approval before finalizing the layout		
			• Source files used for the layout (if applicable)		
			Timeline:		
			The project 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 project will be treated as confidential and will not be 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 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)		
			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)		
			Printing of one (1) mock-up before submission of final draft before printing		
			Delivery: Twenty (20) days after approval of final proofs		
			XXXXXXXXXXXXXXXXXXXX		
			Chargeable against OUMAIER-CDU's FY 2023 MOOE - Printing and Publication Expenses		
(total Amount in Words)			Eight Hundred Twenty-Five Thousand Pesos		P 825,000.00

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:

Arvin R. De Leon
(Signature over printed name)

(Date)

Very truly yours,

Patrick John U. Hilado
PATRICK JOHN U. HILADO
Assistant Secretary, OAMSS

Requisitioning Office/Dept: **OPCD/OAMSS**
Arvin R. De Leon
ARVIN R. DE LEON
Assistant Secretary, OPCD

Funds Available: *Mindaradat R. Mamad*
MINDARADAT R. MAMAD
Acting Chief Accountant

Amount: **\$825 aw**
2023-12-009958
ALOBS No.: **14 Dec 2023**