

<div>JOB ORDER DEPARTMENT OF FOREIGN AFFAIRS MANILA</div>					
Supplier: BLUE DIAMOND PUBLISHING AND PRINTING SERVICES Address: B12 L16 Strawberry St., Brgy. Dolores, Taytay Rizal Contact nos: 0977-842-9079		J.O. No. 12-03724 Date 19 Dec 2024 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' Temporary Headquarters, DoubleDragon Tower,EDSA Extension cor. Macapagal Avenue, Bay Area, Pasay City		Delivery Term: 20 days			
Date of Delivery:		Payment Term: 30 days			
Item No.	Unit	Quantity	Description	Unit Cost	Amount
OAMSS-EMD					
Procurement of Various Stickers and Signages for the Official Use of the Department in relation to the Relocation of the DFA Headquarters to DoubleDragon					
1	pcs	40	Glass Label (Conference Room Labels) Size: 350mmx200mm Material: Computer Cut-out Vinyl Sticker Mounting: Self-adhesive with Installation	P 326.00	P 13,040.00
2	pcs	229	Glass Label (Office Main Entrance & Executive Offices Labels) Size: 200mm (Proportional to width) Material: Computer Cut-out Vinyl Sticker Mounting: Self-adhesive with Installation	P 1,551.00	P 355,179.00
3	pcs	40	Plain Frosted Glass Sticker Size: 1000mmx1500mm Material: Computer Cut-out Vinyl Sticker Mounting: Self-adhesive with Installation	P 5,821.00	P 232,840.00
Note: Terms of Reference (TOR) attached shall form part of this Agreement					
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
Terms of Delivery:					
1. All items shall be delivered and installed within twenty (20) calendar days upon receipt of the Notice to Proceed (NTP).					
2. All deliveries shall be made with two (2) days prior notice to the Office of Asset Management and Support Services - Engineering (OAMSS-EMD) from Monday - Friday, 8:00 am to 5:00 pm.					
3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).					
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
Terms of Payment:					
1. Payments shall be made thirty (30) days upon receipt of the sales invoice with complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Service-Financial Resource Management Division (OFMS-FRMD) upon signing the contract.					
2. The payment shall be inclusive of all applicable taxes and other lawful charges.					
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Page 1 of 1					
(total Amount in Words)			Six Hundred One Thousand Fifty-Nine		P 601,059.00
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:			Very truly yours,		
Nanette J. Ojeda (Signature over printed name)			PATRICK JOHN U. HILADO Assistant Secretary, OAMSS		
(Date)					
Requisitioning Office/Dept: OAMSS-EMD		Funds Available:		Amount: P 601,059.00	
JASON JOVENICIO A. ANASARIAS Director, OAMSS-EMD		Chief Accountant		2024-12-010212 27 Dec 2024	
				ALOBS No.:	