	OFFICE OF CIVIL DEFENSE	Document Code	QF-IPD-01
	Quality Form	Revision No.	0
	Purchase Order	Effectivity Date	2019.08.16
Page No.		1 of 1	
Supplier	Regencia Printing Services	P.O. No.	CMS-PO-20-446
Address	2467-C Burke House Bldg., Market Rd. cor Pedro Gil St., Sta Ana, Manila	Date	29-Dec-20
E-mail Address	mariealeiandre@yahoo.com	Mode of Procurement	Small Value Procurement
		TIN	

Gentlemen:  
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	Thirty (30) Working days upon receipt of Purchase Order (P.O.)/ Notice to Proceed (NTP)
		Payment Term:	Send Bill Policy

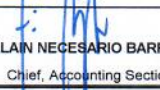
LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	pieces	<b>Printing Services for OCD 2021 Planner and Calendars</b> <b>OCD Planners (1,000 pieces)</b> <ul style="list-style-type: none"> <li>• Size: 6.5" x 9"</li> <li>• Cover: Pasteboard No. 20 covered with C2S 120 Color - Full color 4/0 Lamination - Matte with spot UV on cover</li> <li>• Flyleaf: Stock C2S 120</li> <li>• Leaves: Stock - substance 20-24 uncoated specialty paper No of Leaves - 120 Leaves Color 4/1 one side full color, one side on color (16 leaves) Color: 1/1. both sides one color (104 leaves)</li> <li>• Others: Binding - Hardbound/smythesewn binding Process - Offset Printing Packaging - Individual Plastic Case</li> </ul>	1,000	195.00	195,000.00
2	pieces	<b>OCD Desk Calendars (900 pieces)</b> <ul style="list-style-type: none"> <li>• Standree: Size 6.25" x 9.25" Stock - Pasteboard No. 30 covered with C2S 120 Color: Full color 4/4</li> <li>• Leaves: Size - 6.0" x 6.25" No. of Leaves - 7 leaves Stock - C2S 180 Color: Full color 4/4, both sides print</li> <li>• Envelope: Stock - Bookpaper 80 One color with die-cutting/pasting Finishing: With string and string tie buttons Lamination: Matte with spot UV on leaves, and</li> <li>• Others: Standee Binding - Wire O-binding black Process - Offset Printing</li> </ul>	900	136.00	122,400.00
3	pieces	<b>OCD Wall Calendars (1,000 pieces)</b> <ul style="list-style-type: none"> <li>• Leaves: Size - 19.5" x 12.5" No. of Leaves - 7 leaves Stock - C2S 140 Color: Full color 4/4, both sides print</li> <li>• Binding - Wire O-binding black Offset printing</li> </ul>	1,000	74.00	74,000.00
<b>Terms and Conditions</b> Delivery Address: OCD CGEA, Quezon City Delivery Period: Thirty (30) Working days upon receipt of NTP Mode of Payment: Send Bill Policy Price Inclusive of Taxes, Delivery cost and other charges/fees Chargeable against Reallocated budget from PAO APB CY 2020 ***Nothing Follows***			<b>TOTAL COST</b>		<b>P391,400.00</b>

(Total Amount in Words): THREE HUNDRED NINETY ONE THOUSAND FOUR HUNDRED 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 (1) percent for everyday of delay shall be imposed.

Conforme:   
 Signature over printed name of Supplier  
 Date: 11/18/20

Very truly yours,  
  
 USEC RICARDO B. JALAD  
 Administrator

Funds Available:   
 LALAN NECESARIO BARROGA  
 Chief, Accounting Section

OBR No. : 02-10101-2020-12-0562  
 Amount : 391,400.00