

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Magnolia Street, PBN- Buraguis, Legazpi City, Albay

**PURCHASE ORDER**

|           |  |                      |                             |
|-----------|--|----------------------|-----------------------------|
| Supplier: | <b>FULL COLOURS PRINTING PRESS &amp; PHOTOGRAPHY</b> | PO. No.:             | NF 2004-0087 <sup>clw</sup> |
| Address:  | Brgy 40, Cruzada, Legazpi City                       | Date :               | April 7, 2020               |
|           |  | Mode of Procurement: | SVP                         |

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

|                    |  |                |                           |
|--------------------|--|----------------|---------------------------|
| Place of Delivery: | DSWD FO V, Legazpi City                                  | Payment Term:  | Charge                    |
| Date of Delivery:  | Fifteen (15) working days upon receipt of Purchase Order | Delivery Term: | 15-30 days after activity |

| Item No.   | Unit | Description   | Quantity | Unit Cost | Amount   |
|--|------|---|----------|-----------|----------|
|  |      | <b>LABOR &amp; MATERIALS FOR THE PRINTING OF ADOPTION AND FOSTER CARE BROCHURES</b> |          |           |          |
|  | pc   | <b>Brochure for Adoption Program</b>  | 1000     | 8.00      | 8,000.00 |
|  | pc   | <b>Brochure for Foster Care Program</b>   | 1000     | 8.00      | 8,000.00 |
| <i>Specification:</i><br>Size: Legal (8.5 x 14)<br>Paper: C2s 120<br>Print: Full Color back to back<br>No. of Folds: 3 Folds<br>Process Offset Process, UV laminated<br><br>NOTE: Kindly see attached design<br><br>15 working days upon the approval of end-user layout |      |   |          |           |          |

|                        |                                |           |
|------------------------|--------------------------------|-----------|
| Total Amount in Words: | SIXTEEN THOUSAND PESOS ONLY*** | 16,000.00 |
|------------------------|--------------------------------|-----------|

NF 2001-0039

Conforme:

Very truly yours,  
**ARNEL B. GARCIA, CESO II**  
Regional Director

FULL COLOURS PRINTING PRESS & PHOTOGRAPHY  
Signature over Printed Name of Supplier

Date

8 Copies

|                  |  |          |             |
|------------------|--|----------|-------------|
| Funds Available: | <b>LLOYD DRAZEN B. BAS</b><br>Accountant III | ORS No.: | 20-04-01918 |
|                  |  | Amount:  | \$16,000    |