

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

CALL OFF ORDER

Supplier:	PALANCA PRINTING PRESS	PO. No.:	COO#2025-002-002
Address:	CITISPIRE Bldg. Imelda C. Roses Ave. Tahao Rd Brgy. Gogon, Legazpi City	Date:	June 09, 2025
Contact No.		Mode of Procurement:	CALL OFF ORDER
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	30-60 Calendar Days from Receipt of SOA/Billing
		Delivery Term:	As specified below
Place of Delivery:	DSWD FO V, Rawis, Legazpi City	For Delivery Schedule and Queries	0963-698-4404
Date of Delivery:	7 working days upon the receipt of Purchase Order.	Please Contact C.M.U:	

Item No.	Unit		Quantity	Unit Cost	Amount
RISOGRAPH OF CIS FORMS FOR AICS TRANSACTION TO BE USED FOR AICS TRANSACTION					
1	Ream	Certificate of Eligibility Financial Assistance -A4, 70gsm, 500sheet/ream, One Side Print, Black & White	500	324.00	162,000.00
2	Ream	Info Sheet (in lieu of Certificate of Eligibility Guarantee Letter) -A4, 70gsm, 500sheet/ream, Back to back Print, Black & White	200	427.00	85,400.00
3	Ream	General Intake Sheet A4, 70gsm, 500sheet/ream, Back to back Print, Black & White	500	427.00	213,500.00
4	Ream	Data Privacy - Back-to-Back, A4, 70gsm, 500sheet/ream, Black & White	300	427.00	128,100.00
5	Ream	Step Form A4, 70gsm, 500sheet/ream, One Side Print, Black & White	300	324.00	97,200.00
6	Ream	Compliance Form Medical - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	200	324.00	64,800.00
7	Ream	Compliance Form Burial - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	200	324.00	64,800.00
8	Ream	Compliance Form Educational - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	200	324.00	64,800.00
9	Ream	Compliance Form Cash Relief - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	200	324.00	64,800.00
10	Ream	Acknowledgement Receipt - A4 70gsm, 500sheet/ream, One Side Print, Black & White	200	324.00	64,800.00
11	Ream	Client Satisfaction - A4 70 gsm, 500 sheet /ream Back-to-Back, Black and White	200	427.00	85,400.00

The Supplier/Contractor acknowledges and agrees that any acts falling under Section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil and criminal liabilities in accordance with applicable laws and regulations.

Total Amount in Words:	One Million Ninety Five Thousand Six Hundred Pesos and No Centavos	GRAND TOTAL	1,095,600.00
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LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Conforme:

PALANCA PRINTING PRESS

Signature over Printed Name of Supplier

Date: 07-07-25

NORMAN S. LAURIO

Regional Director

Funds Available:

WENDY G. RANCES

Accountant III

ORS No.:

25-06-07840

Amount:

1,095,600.00