



PURCHASE ORDER DEPARTMENT OF FOREIGN AFFAIRS MANILA					
Supplier: COVER & PAGES CORPORATION			P.O. No. 03-003-21		
Address: 2763 Silang St., Sta. Ana, Manila			Date 9-Mar-21		
Contact nos: T: 564-7757 to 58			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: 4 working days		
Date of Delivery:			Payment Term: Government Procedure		
Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	copy	100	UA Printing and Publishing of the Opening Foreign Service Posts A Guidebook Pages: 80 pages excluding cover Size: 6" x 9" Stock: Cover - Foldcote Cal. 12 (matte finish), Inside pages - Book #70 Color: Cover - Full color, Inside - 1 color (black and white) Finish: Perfect binding with Matte finish Process: Offset Others: CD supplied by client xxxxxxxxxxxxxxxxxxxx	P 248.00	P 24,800.00
(total Amount in Words) Twenty-Four Thousand Eight Hundred Pesos					P 24,800.00
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, MEDARDO G. MACARAIG Assistant Secretary, OAMSS		
(Signature over printed name) _____ (Date) _____					
Requisitioning Office/Dept:		Funds Available:		Amount: ₱ 24,800 -	
GINES JAIME RICARDO D. GALLAGA Acting Senior Special Assistant, UA		FELISA S. MACARAIG Chief Accountant		ALOBS No.: 2021-05-002182	