

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	GRAFIQ ADVERTISING SYSTEM CORPORATION	P. O. No.	NCR-24-053
Address	29 Scout Limbaga St., Brgy. Laging Handa, Quezon City	Date	July 01, 2024
Telephone	0916-698-8822	Mode of Procurement :	NP 53.9 - Small Value Procurement



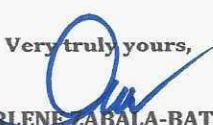
Gentlemen :
Please furnish this office the following articles subject to the terms & conditions contained herein:

Place of Delivery :	7840 Makati Avenue, Poblacion, Makati City	Delivery Term :	One (1) day
Date of Delivery :	10-15 days upon signing of PO.	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount									
	LOT	1 (One)	<p>SUPPLY AND DELIVERY OF ORGANIZATIONAL CHART PROJECT NAME: DOT - NCR ORGANIZATIONAL CHART AND DOT QUALITY POLICY</p> <p>I. BRIEF BACKGROUND: The organizational chart of the Department of Tourism - National Capital Region (DOT-NCR) holds significant importance. It provides a transparent visual representation of the hierarchical structure, effectively outlining reporting lines, roles, and responsibilities. This facilitates improved communication, coordination, and operational efficiency, vital for effectively serving the public. Additionally, displaying the Quality Policy reinforces government compliance, guiding stakeholders and raising awareness of the department's commitment to delivering high-quality services.</p> <p>II. SCOPE OF SERVICES /DELIVERABLES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Particulars</th> <th style="width: 10%;">Quantity</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td> IA DOT-NCR Organizational Chart and DOT Quality Policy Specifications for Org Chart: 1. The Org Chart Design should be sticker laminated in acrylic with 50 acrylic pockets for picture insertion; 2. Printing of photos for insertion in the acrylic pockets (50 max or depending on the actual headcount of personnel. 3. Size: (L) 5.32 ft x (H) 7.75 ft wall mounted Specifications for Quality Policy: 4. Sticker sandwiched in acrylic; 5. 2 ft x 1 ft wall mounted, 3 mm Other details: • DOT-NCR will provide the approved layout and file for all the materials needed; and • Inclusion of mounting services </td> <td style="text-align: center; vertical-align: middle;">One (1)</td> <td style="text-align: center; vertical-align: middle;">PHP 88,000</td> </tr> <tr> <td>TOTAL COST: Inclusive of all Applicable Taxes</td> <td></td> <td style="text-align: center;">PHP 88,000</td> </tr> </tbody> </table> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC) Php 88,000.00 Pesos: Eighty-Eight Thousand Only <small>* Inclusive of all applicable taxes, EYAT/TAT/government taxes/service charges/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small></p> <p style="text-align: center;">-----nothing follows-----</p>	Particulars	Quantity	Total	IA DOT-NCR Organizational Chart and DOT Quality Policy Specifications for Org Chart: 1. The Org Chart Design should be sticker laminated in acrylic with 50 acrylic pockets for picture insertion; 2. Printing of photos for insertion in the acrylic pockets (50 max or depending on the actual headcount of personnel. 3. Size: (L) 5.32 ft x (H) 7.75 ft wall mounted Specifications for Quality Policy: 4. Sticker sandwiched in acrylic; 5. 2 ft x 1 ft wall mounted, 3 mm Other details: • DOT-NCR will provide the approved layout and file for all the materials needed; and • Inclusion of mounting services	One (1)	PHP 88,000	TOTAL COST: Inclusive of all Applicable Taxes		PHP 88,000		75,000.00
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(Total Amount in Words)	Pesos : SEVENTY FIVE THOUSAND ONLY (inclusive of all applicable government taxes)	75,000.00
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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.

<p>Conforme :</p> <div style="text-align: center;">  _____ Signature over printed name _____ Date Funds Available :  _____ MARIA VICTORIA S. RODRIGO Acting Accountant 8-16-24 </div>	<p>Very truly yours,</p> <div style="text-align: center;">  _____ SHARLENE LABALA-BATIN Regional Director, NCR Regional Office </div> <p style="text-align: right;">Amount : ₱ 75,000.00</p> <p style="text-align: right;">ALOBS No. 24-05-00510</p>
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