



DEPARTMENT OF ENERGY

QUINTUPLICATE

Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig

PURCHASE ORDER

110
THE DEPT. OF ENERGY
Energy Center, Rizal Drive
Bonifacio Global City, Taguig

PR No. 011-DIG-2023-09-0425

Supplier : RED ROOST ARTISTS AND ARTISANS MULTI-PURPOSE COOPERATIVE INC. P.O. No. : 2023-12-475
 Address : 15 Mardakawangsawa Bl. Teacher's Village East, Quezon City Date : 11-Dec-2023
 TIN : _____ Mode of Procurement : _____

Gentlemen: MR. MARK CRISTHIAN VILLARIN 7/38 2011
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : _____ Delivery Term : _____
 Date of Delivery : _____ Payment Term : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>PROCUREMENT OF THE PRINTING SERVICES FOR THE 2024 ENERGY INVESTMENT KIT</p> <p>A. Scope of Work: 1. Concept, Design, and Layout - Layout and design for offset printing specifications - Four (4) concept and layout studies for Cover Page - Four (4) concept and layout studies for Inside Pages - Concept and design preparation for Offset Printing - Article write-up/copywriting - Digital print Design and Layout for the approved concept - Mockup of the final draft and UV Spot and Matte Lamination - Integrate innovative virtual environment, 3D animations, virtual or 3D assets in the concept, design, layout and publication of the Investment Kit - Preparation of QR code for the Booklet (standing page DOE) - Printing and delivery of hard copies of the Investment Kit and the final editable electronic file B. Specifications - Quantity: 2,000 pieces - Size: A3, Folded (A4) - Process: Offset Printing - Stock: Cover (C23# 140lbs) - Color: Cover (Full Color) - Inside (Full Color) - Pages: 30 Leaves (20 Pages) including cover - Lamination: Matte Lamination - Binding: With Saddle Stitching - Others: With Color Separation thru Computer-to-Plate Process and with CD/USB Supplied</p> <p>Other Terms and General Conditions: as stated in the Request for Quotation (RFQ- 02-0101-2023-09-0425-1111-0212)</p> <p><i>*Subject to deduction of allowed government taxes on</i></p>			
			TOTAL AMOUNT	P=	10,000.00

(Total Amount in Words) Six Hundred Ten Thousand 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 percent for every day of delay shall be imposed on the underdelivered item/s.

Conforme: RONA MAR ORILLA Very Truly yours: FELIX WILSON MONTENEGRO
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official
January 9, 2024 _____
 Date Designation

Fund Cluster : _____ ORS/BURS No. : _____
 Funds Available : _____ Date of the ORS/BURS: _____
 _____ Amount : _____
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit