



Development Bank of the Philippines

PURCHASE ORDER

SUPPLIER	: INNOVATION PRINTSHOPPE, INC.	P.O. NO.	: PO2500363
ADDRESS	: APM BLDG., 2225 CONCHA ST., SAN ANDRES BUKID, MANILA 1017	DATE	: 10/13/2025
TIN	: 4591735000	END USER	: 2320000
TEL./FAX NO.	: 5614427/5614427	P.R. NO.	: RPIMD2500464
		MODE OF PROCUREMENT	: Small Value Procurement

Gentlemen:

Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained herein:

DESCRIPTION/BRAND/STOCK NO./PRODUCT CODE	QTY.	UNIT	UNIT PRICE	AMOUNT
ENVELOPE, CARPETA LEGAL BROWN	3,500	PC	8.50	29,750.00
ENVELOPE, CARPETA A4 BROWN	3,500	PC	7.75	27,125.00
ENVELOPE, MAILING, NON-WINDOW, SPECIAL	1,000	PC	34.00	34,000.00
ENVELOPE, MAILING, NON-WINDOW	50,000	PC	3.00	150,000.00
ENVELOPE, MAILING, WITH WINDOW	250,000	PC	2.00	500,000.00
ENVELOPE, MAILING, WITH WINDOW, SPECIAL	1,500	PC	30.00	45,000.00
TOTAL AMOUNT:				785,875.00

TOTAL AMOUNT IN WORDS : Seven Hundred Eighty Five Thousand Eight Hundred Seventy Five And XX/100 Pesos Only ***

PLACE OF DELIVERY :	DBP HEAD OFFICE	DELIVERY TERM :	PER TERMS OF REFERENCE
DATE OF DELIVERY :	45 CALENDAR DAYS AFTER APPROVAL OF THE FINAL SAMPLE PRINTS/PROOF OF THE MAILING AND DOCUMENT ENVELOPE	PAYMENT TERM :	ONE-TIME
TIME OF DELIVERY :	OFFICE HOURS (8:00 AM - 4:30 PM)	COUNTRY OF ORIGIN :	Philippines

Subject to the following conditions:

1. The above prices are inclusive of V.A.T.
2. For every day of delay, 1/10 of 1% of the price of the undelivered quantity will be deducted from the total price.
3. Items delivered are subject to inspection and acceptance prior to payment.
4. When requesting payment, please present your Billing Statement/Statement of Account/Sales Invoice/Charge Slip, as the case may be.
5. If delivery cannot be completed within the specified date, please return this P.O. stating your reason(s) therefore. Otherwise, we will take necessary action to protect the interest of the DBP.
6. This transaction shall be subjected to the specific terms and conditions set forth in the Terms of Reference/Scope of Works/Technical Specifications.

7. Further, the following documents shall be attached, deemed to form, and be read and construed as part of this Purchase Order, to wit:

- General and Special Conditions of Contract;
- Terms of Reference/Scope of Works/Technical Specifications; and
- Other contract documents that may be required by existing laws and/or DBP

8. For the avoidance of doubt, in the conflict or inconsistency between the above-mentioned documents and this Purchase Order of precedence shall be:

- The General and Special Conditions of Contract;
- The Terms of Reference/Scope of Work/Technical Specifications; and
- This Purchase Order

PROCESSED :	SIGNED MELBA V. BERMUDEZ	We accept this Purchase Order with all its terms and conditions. We certify that we have not given nor do we intend to give any amount of money or gift in any form whatsoever to any official or employee of the DBP for the purpose of securing this P.O. or having the payment hereof expedited. We understand and accept that such acts on our part shall constitute sufficient ground for the DBP to revoke this P.O. and cause us to be excluded from further dealings with the Bank.
CHECKED :	SIGNED VP FE B. DELA CRUZ HEAD, PIMB	
APPROVED :	SIGNED SVP RONALDO U. TEPORA CONCURRENT OIC, PFMG (PER O.O. NO. 283 DATED 20 JUNE 2025)	
		INNOVATION PRINTSHOPPE, INC. (Printed Name of Supplier / Contractor) By: (Duly Authorized Representative)
		SIGNATURE : SIGNED
		NAME : MINERVA E. FADERANGA
		POSITION : ACCOUNT EXECUTIVE
		DATE : 10/14/25

HEAD OFFICE: SEN. GIL J. PUYAT AVENUE CORNER MAKATI AVENUE, MAKATI CITY, PHILIPPINES
P.O. BOX 1996, MAKATI CENTRAL POST OFFICE 1200
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