

**PURCHASE ORDER  
PHILIPPINE CARABAO CENTER**

Tel. No. : 044-456-0731 to 32 Fax No. : 044-456-0730 Email : mjsarmiento.pcc@gmail.com

**Supplier** JAN CZARINA GRAPHIC DESIGNING P.O. No 2020-12-0590  
**Address** B3 L15 Ilang-Ilang St. Roseville Heights Subdv. Sto. Tomas San Jose City Nueva Ecija December 23, 2020  
**Email Address** jazziesalas@gmail.com **Mode of Procurement**  
**Telephone No.** 0915-950-2946 Small Value Procurement  
**TIN**

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained therein:

**Place of Delivery** PCC National Headquarters & Gene Pool, Science City of Muñoz, N.E.

**Delivery Terms:** 30 DAYS

**Payment Terms:** 15 days after full delivery

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p><b>Customized Exhibit Installation of IP-TBMM Technology Product Posters</b></p> <ul style="list-style-type: none"> <li>- design fabrication and installation of exhibit frame (folding metal frame, with LED) with 6 sintra board posters (back-to-back sticker on sintra); see attachment</li> <li>- graphic design services for 12 IP-TBMM info and technology posters (PNG, RAW files of final artwork, icons and product mockups)</li> </ul> <p align="center">** Nothing follows **</p>	1	₱31,000.00	₱31,000.00

PHILIPPINE CARABAO CENTER  
Office of The Auditor  
**RECEIVED**  
DATE: 4/12/2021  
BY: *[Signature]*

**NOTE:**  
Please notify Property Section regarding the schedule of delivery.  
We accept delivery from Mon-Fri 8am to 5pm (Except holidays)

P.R. No 2020-12-431-IP  
 PhilGEPS N/A  
 BAC Reso 2020-663  
 Fund Cluster Regular Agency - DOST-PCAARRD - IP-TBMM Project

(Total Amount in Words) **THIRTY-ONE THOUSAND PESOS ONLY**

**PHP 31,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

**Conforme:**

*[Signature]*  
 Signature over Printed Name of Supplier  
 APR 12 2021  
 Date

Very Truly yours,

*[Signature]*  
 CLARO N. MINGALA  
 Authorized Official

**Funds Available:**

**CHERRY PERLA RIVERA/ JEFFREY LAURENCE E. ANTOLIN**  
 Accountant

ORS/BURS No.  
 Amount

₱ 31,000.00  
 ₱31,000.00

Form No: PCC-PRQF-02

Revision No: 02

Effectivity Date: January 1, 2019



**NOTICE OF AWARD**

**DEC 23 2020**

**JAN CZARINA SALAS**  
 JAN CZARINA GRAPHIC DESIGNING  
 B3 L15 Ilang-Ilang St. Roseville  
 Heights Subdv. Sto. Tomas  
 San Jose City Nueva Ecija

**Dear Ms. Salas,**

Please be informed that based on the result of our evaluation of your offer to undertake the **CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCT POSTERS** with a Total Contract Price amounting to **THIRTY-ONE THOUSAND PESOS (31,000.00)** and as per delivery schedule indicated in your quotation, we are happy to notify you that your offer is acceptable to us and hereby awarded you the project.

Item No.	QTY	Unit	Item Description	Unit Cost	Total Cost	End user
1	1	lot	<b>Customized Exhibit Installation of IP-TBM Technology Product Posters</b> - design fabrication and installation of exhibit frame (folding metal frame, with LED) with 6 sintra board posters (back-to-back sticker on sintra); see attachment - graphic design services for 12 IP-TBM info and technology posters (PNG, RAW files of final artwork, icons and product mockups)	PHP 31,000.00	PHP 31,000.00	IP
<b>TOTAL</b>					<b>PHP 31,000.00</b>	

In view thereof, kindly signify your conforme by affixing your signature on the space provided below.  
 Very truly yours,

  
**CLARO N. MINGALA**  
 OIC, Executive Director

Conforme:   
 (Bidder/Authorized Representative)  
 Date: APR 12 2021



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ISO 9001:2015 ISO 14001:2015 ISO 45001:2018

**NOTICE TO PROCEED**

**DEC 23 2020**

**JAN CZARINA SALAS**  
JAN CZARINA GRAPHIC DESIGNING  
B3 L15 Ilang-Ilang St. Roseville  
Heights Subdv. Sto. Tomas  
San Jose City Nueva Ecija

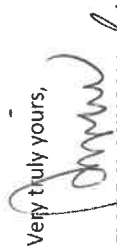
**Dear Ms. Salas,**

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to JAN CZARINA STUDIO that work may commence to be completed within the arranged schedule for the **CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCT POSTERS** effective upon acknowledgement of this notice, subject to such additional time for the completion of the work as may be allowed by the Agency.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below, keep one copy and return the other to the Philippine Carabao Center.

Very truly yours,

  
**CLARO N. MINGALA**  
OIC, Executive Director

Acknowledged:

  
**JAN CZARINA SALAS**  
JAN CZARINA GRAPHIC DESIGNING  
Date: APR 12 2021



**RECOMMENDING AWARD OF CONTRACT FOR THE CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCTS POSTERS**

**WHEREAS**, on 3 September 2020, former Executive Director ARNEL N. DEL BARRIO, as Head of Procuring Entity (HOPE), approved the revised Annual Procurement Plan (APP) of the project “Establishment of the Intellectual and Property Technology Business Management (IP-TBM) Operations in the Philippine Carabao Center” upon favorable recommendation of the Bids and Awards Committee (BAC);

**WHEREAS**, included in the APP is the **CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCTS POSTERS** to be undertaken through Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the DOST-PCAARRD Fund;

**WHEREAS**, the **CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCTS POSTERS** has the following Approved Budget for the Contract (ABC) as follows:

Item No.	Item Description	ABC per Line Item/Lot (P)
1	CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCTS POSTERS	P 34,000.00

**WHEREAS**, on 21 December 2020, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to PhilGEPs/various suppliers;

**WHEREAS**, the following suppliers have submitted their respective quotations, viz:

1. Jan Czarina Graphic Designing
2. Highres Advertising
3. Toonce Animation Studios

**WHEREAS**, upon careful review and evaluation of the Technical Working Group (TWG) on the legal and technical requirements submitted by the prospective suppliers, the TWG determined that **JAN CZARINA GRAPHIC DESIGNING** complied with the eligibility requirement as per attached document/s;

**WHEREAS**, the TWG determined that among the financial proposals submitted by the suppliers, **JAN CZARINA GRAPHIC DESIGNING** has submitted the lowest calculated quotation for the **CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCTS POSTERS**;

**WHEREAS**, upon review and evaluation of the compliance with the technical requirements of the procurement at hand, the TWG recommended to declare **JAN CZARINA GRAPHIC DESIGNING** as the lowest calculated and responsive quotation for the said supplies;

**WHEREAS**, the report containing the results of the TWG evaluation is attached hereto and made an integral part hereof;

*JAN CZARINA*

*JAN*

*A food-secure Philippines*

*with prosperous farmers and fisherfolk*



**NOW, THEREFORE, WE**, the Members of the **BIDS AND AWARDS COMMITTEE** after duly considering the recommendations of the TWG, hereby resolve to recommend to the Head of the Procuring Entity for his considerations and approval of the contract to **JAN CZARINA GRAPHIC DESIGNING** for the **CUSTOMIZED EXHIBIT INSTALLATION OF IP-TBM TECHNOLOGY PRODUCTS POSTERS** in the amount of **Thirty-One Thousand Pesos (P 31,000.00)**.

This resolution shall take effect immediately.


**APPROVED** this 23rd day of December, 2020 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.


**BIDS AND AWARDS COMMITTEE**

  
**ERIC P. PALACPAC**  
Chairperson

  
**LYRA C. OCAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. BALAOING**  
Member

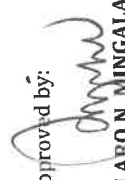
  
**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

Attested by:

  
**NOEMI V. BALAIS**  
Head, BAC Secretariat

Approved by:

  
**CLARO N. MINGALA**  
OIC, Executive Director