



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**PURCHASE ORDER**

Supplier :	<b>DOLMAR PRESS, INC.</b>	P.O. No. :	<b>2021-09-044GAA</b>
Address :	898 Champaa Road Extension, UPS IV Barangay Marcelo Green, Parañaque City	Date :	<b>September 23, 2021</b>
TIN :		Mode of Procurement :	<b>Negotiated Procurement 53.9 Small Value Procurement</b>

**Gentlemen:**

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

Place of Delivery :	CHED Central Office	Delivery Term:	<b>3 months</b>
Date of Delivery :		Payment Term:	

Stock/ Property No.	Unit	Description	Quantity	Unit cost	Amount
		<b>Procurement of Letterhead and Stationery Pad</b>			
		Specifications with Minimum Requirements and Equivalency			
	ream	Letterhead A4 Size 8 1/4" x 11 3/4" or its equivalent	<b>100</b>	<b>1,865.00</b>	<b>186,500.00</b>
		Full Colors			
		With LEB Logo			
		500 sheets per ream			
		Cannonlaid Brilliant White 85gsm			
	piece	Personalized Stationery Pad	<b>30</b>	<b>328.00</b>	<b>9,840.00</b>
		8.5" x 5.5"			
		Book #60 (100's/pad)			
		Full Colors			
		With LEB Logo			
		With personalized name for six (6) individuals			
		Delivery period within 3 months upon receipt of the approved funded Purchase Order			
		Prices should be inclusive of VAT and other government charges			
		Mode of Payment: Send Bill			
		***** NOTHING FOLLOWS *****			
(Total Amount in Words)	<b>One Hundred Ninety Six Thousand Three Hundred Forty Pesos</b>				<b>196,340.00</b>

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:

*ARIEL GUILINSON*  
 \_\_\_\_\_  
 (Signature over printed name)  
 OCT. 14, 2021  
 (Date)

Very truly yours,

*Anna Marrie Melanie B. Trinidad*  
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**ANNA MARRIE MELANIE B. TRINIDAD**  
 Chairperson  
 Legal Education Board

Funds Cluster:		ObR No.:	<b>2021-09-044GAA</b>
Funds Available:	<b>P196,340.00</b>	Date of the ObR:	<b>10-4-21</b>
	<i>Miriam V. Miranda</i> <b>MIRIAM V. MIRANDA</b> Chief Accountant, AFMS	AMOUNT:	<b>P196,340.00</b>