**PURCHASE ORDER**

**Name of Procuring Entity:** BATANGAS STATE UNIVERSITY

**Project Reference No.:** BSU Project No. 2015-104

**Name of the Project:** Procurement for the Printing of The LATHE 2015 Editions (Consisting of Lot 1: The LATHE Newsletter)

**Location of the Project:** Batangas

**Supplier:** Innovation Primshoppe, Inc.

**Address:** 1637 Diamante St., San Andres Bulid, Manila

**E-mail Address:** notigia.1@innovationprimshoppe.com

**Telephone No.:** (02) 890-3376; (02) 890-3417

**TIN:** 212-201-609-080

**Date:** NOV 2, 4 2015

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

**Place of Delivery:** BAT STATE U Main Campus

<table>
<thead>
<tr>
<th>STOCK No.</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>QTL.</th>
<th>UNIT COST</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>copies</td>
<td>The Lathe Newsletter - Lot 2</td>
<td>14,000</td>
<td>8.90</td>
<td>124,600.00</td>
</tr>
</tbody>
</table>

- **Size:** 8.5" x 11.5"
- **Pages:** Newspaper (Class A) 24 pages
- **Process:** Four color offset press, computer-to-plate system
- **Colors:** Full color separation
- **Binding:** Perfect binding
- **Others:** With final layout, design and reorganization

May be in the Office of the Student Publications, BAT STATE U, Batangas City (the printer shall provide the printer’s transportation, accommodation and food expenses) or at the printer’s office (printer shall shoulder the transportation, accommodation, food expenses and subsistence allowance of the staffers and critics/ advisers within the lay out passed).

- Complimentary copies: Quantity: 300 copies Stock: C26 No. 90
- **Schedule of Lay out:** Minimum of 5 working days (dates will be agreed upon after the laying process.) Printer artist are willing to do overtime during the layouting and conceptualization process.

Before the printing of the edition, printer must submit sample of the agreed paper stock to be signed and approved by the staffers assigned.

- Miscellaneous: Should there be a need for early copies of any of the editions, the printer will be required to print minimum of Five (5) digital copies of the edition

**Total Amount in Words:** One Hundred Twenty Four Thousand Six Hundred Peso Only

**PhP:** 124,600.00

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.

Very truly yours,

[Signature]

**Approved:**

[Signature]

**Funds Available:**

**ALOBs No.:** N-15-02-23

**Amount:** PhP 6,017,550

**Fund Source:** RTE - Publication Fee