

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER

| | |
|--|--|
| Supplier: INNOVATION PRINTSHOPPE, INC. Address: 2224-2225 Concha Street, San Andres Bukid, Sta. Ana, Manila TIN: 004-591-735-000 Account No.: 0052-1272-54 Telephone: 8561-4427/8563-1419 | P.O. # 021-05-056 Date: May 19, 2021 Mode of Procurement: Small Value Procurement 53.9 Bank: Land Bank of the Phil. email: innoprint@gmail.com |
|--|--|

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

| | |
|--|---|
| Place of Delivery: OFFICE OF THE SOLICITOR GENERAL Date of Delivery: | Delivery Term: w/in 30 days upon approval of layout Payment Term: w/in 30 days upon final acceptance (Bank to bank) |
|--|---|

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|--|----------|-----------|---------------|
| | pad | Procurement of: Customized Memo Pad with OSG Letterhead Size: 8.5"x5.5" (LxW) Prints: with OSG Logo and Text (one color) Finishing: padded (100 leaves/pad) Materials: Sub 20, 70gsm Book #50 Proofing: Includes 1 set of digital proof See attached sample for reference. | 500 | Php 35.75 | Php 17,875.00 |

| | | |
|------------------------|---|----------------------|
| Total Amount in Words: | Seventeen Thousand Eight Hundred Seventy Five Pesos Only | Php 17,875.00 |
|------------------------|---|----------------------|


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.

Very truly yours,

Conforme: 
 (Signature over printed name)
05-19-21
 (Date)

RODRIGO L. OJENAL 
 SAO, Administrative Division

EDITHA R. BUENDIA
 OIC-Director IV, HRMAS

| | | |
|---|---------------------------------------|--|
| Funds Available: | ALOBS: <u>02-101101-2021-05 - 329</u> | |
| <u></u> ARIEL J. UBIÑA Chief Accountant | Amount: <u>₱ 17,875.00</u> | |