

PURCHASE ORDER

Supplier: ADVANCE COPY PAPER	P.O. # 024-01-001
Address: 47 Rodriguez Drive, Jordan Valley Village, Baesa, Caloocan City	Date: January 4, 2024
TIN: 000-296-297-000	
Account No.: 196-7-19651334-1	Bank: MBTC - EDSA Congressional
Telephone: 8330-5555	Fax: 8362-4376
Mode of Procurement: Public Bidding	


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

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: Initial Delivery of 2,000 reams long and 100 reams short copy paper within fifteen (15) days from receipt of the Notice to Proceed (NTP) and/or the balance shall be delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered.
Date of Delivery:	Payment Term: Per billing w/in 30 Days upon final inspection and acceptance (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Procurement of Long (8.5" x 13") and Short (8.5" x 11") Copy Paper for CY 2024			
		<i>Copy Paper with Office of the Solicitor General (OSG) logo printed at the back</i>			
		<i>Technical Specification: Physical Property in (Minimum Requirement)</i>			
		Weight: 70 GSM			
		Size: 8.5" x 13" long and 8.5" x 11" short			
		Brightness %: 90			
		Opacity %: 90			
		Thickness, mm: 0.08mm			
		Stiffness, MD, μN.m: 250			
		Dirt Count, mm ² /m ² : NA			
		<i>Deliveries:</i>			
		Copy Paper to be supplied and delivered is of the same quality as to the grammage, kind, form, brightness, opacity, and substance that the same exhibited during the pre-bid conference and post - qualification process.			
		<i>Quantity:</i>			
	reams	Long - 8.5" x 13"	21,000	Php 258.00	Php 5,418,000.00
	reams	Short - 8.5" x 11"	1,000	218.31	218,310.00
		<i>The following documents shall be deemed to form & be read & construed as part of this agreement:</i>			
		Contract Agreement			
		Philippine Bidding Documents			
		- Schedule of Requirements			
		- Technical Specifications / Terms of Reference			
		- General and Special Conditions of Contract			
		- Supplemental or Bid Bulletins			
		Eligibility Requirements, Technical and Financial Proposal			
		Performance Security			
		Notice of Award			
		Notice to Proceed			
		Other documents may be required by laws			
Total Amount in Words: Five Million Six Hundred Thirty Six Thousand Three Hundred Ten Pesos Only					Php 5,636,310.00


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)
 1-5-24
 (Date)

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ALOBS: 02-101101-2024-01-032
 Amount: ₱5,636,310.00
ARIEL J. UBIÑA
 Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184

CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division