


PURCHASE ORDER

Supplier: RCG ENGRAVING SERVICES AND TRADING For the account of: Winnie D. Gasis Address: 1985 UCBR Building CM Recto Ave. Sampaloc, Manila TIN: 290-208-584-000 Account No.: 3721 0185 03 Bank: Landbank of the Philippines Telephone: 8735-0236 / 8733-5723 / 8244-1412 Email: rev_gasis@yahoo.com	P.O. # 024-05-073 Date: May 31, 2024 Mode of Procurement: 53.9 Small Value Procurement
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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: On or Before June 7, 2024
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Date of Delivery	Payment Term: Within thirty (30) days upon final inspection and acceptance
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	pieces	Procurement of : CUSTOMIZED PLAQUE OF RECOGNITION FOR THE GAWAD AMIGO 2024 DURING THE 123rd OSG ANNIVERSARY CELEBRATION Materials: Clear Glass Mounted in a Wooden Stand Design:  Estimated Size / Dimension: Body / Plaque: 12.6cm (w) x 18.8cm (h) x 0.9 cm (t) Clear Base Wood: 16.5m (w) x 11.5cm (h) x 7.6cm (t) Text: Based on the approved content and layout of the authorized representative of end-user Print: Full Colors Inclusions: Layout and Printing of Texts in Plaque Note: All estimated sizes may be subject to deviation up to 20% only. Any plaque with incorrect content based on the approved text will be subject for replacement <i>The following documents shall be deemed to form & construed as part of this agreement:</i> Approved Content Quotation	9	Php 2,000.00	Php 18,000.00

Total Amount in Words: Eighteen Thousand Pesos Only	Php 18,000.00
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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.

Conformer:  Winnie D. Gasis (Signature over printed name) JUN 07 2024 (Date)	Very truly yours,  JESSICA L. CASTRO CAO, Administrative Division  EDITHA R. BUENDIA Director IV, HRMAS
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Funds Available:  ARIEL J. UBINA Chief Accountant	ALOBS: 02-102101-2024-06-061 Amount: ₱ 18,000.00	
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