

PURCHASE ORDER

Supplier: WORK HABITS TRADING	P.O. # 024-07-101
Address: Blk1 L5B Dandelion St., Greenwoods Exec. Village, Canita, Rizal	Date: July 8, 2024
TIN: 204-254-691	Mode of Procurement: Small Value Procurement
Account No.: 1461-1182-55	Branch: LBP - Katipunan
Telephone: 8642-3716	email: workhabitstrading@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	Delivery Term: w/in 30 days upon receipt of PO
Date of Delivery:	Payment Term: w/in 30 days upon final acceptance Bank to bank

Stock No.	Unit	Description	Quantity	Unit Cost		Amount
	set	Procurement of Common Use Office Supplies - Customized ID Laces with Card Holder: CUSTOMIZED ID LACES FOR SOLICITOR GENERAL Color: Navy Blue Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - New OSG Logo (Colored)	6	Php	65.00	Php 390.00
	set	CUSTOMIZED ID LACES FOR LAWYERS Color: Dark Blue Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - New OSG Logo (Colored)	55		65.00	3,575.00
	set	CUSTOMIZED ID LACES FOR ADMINISTRATIVE STAFF Color: Green Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - New OSG Logo (Colored)	85		65.00	5,525.00
	set	CUSTOMIZED ID LACES FOR LEGAL INTERNS, OJTs and VISITORS Color: Yellow Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - New OSG Logo (Colored) <i>General Specification:</i> Materials must be thick and not easily torn or damaged. No excess thread or discoloration on any parts. Print must be high quality, intricate and readable <i>Note: All delivered items shall be subject to final counting and quality inspection. All defective items found shall be replaced by the Supplier with no additional cost/charge to OSG.</i>	27		65.00	1,755.00

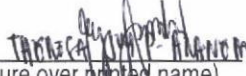
Total Amount in Words: **Eleven Thousand Two Hundred Forty Five Pesos Only** Php 11,245.00

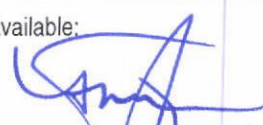
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Conforme: 
 (Signature over printed name)
July 15 2024
 (Date)

Funds Available: 
 ALOBS: 02-101101-2024-07-425
 Amount: ₱ 11,245.00
ARIEL J. UBINA
 Chief Accountant