

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

Supplier: WORKHABITS TRADING Address: Blk 1 L5B Dandelion St. Executive Village, Cainta Rizal TIN: 204-254-591-000 Account No.: 1461-1182-55 Telephone: 8642-3716/0920-931-8739	P.O. # 024-11-172 Date: November 4, 2024 Mode of Procurement: Small Value Procurement
Branch: Landbank - Katipunan, Q.C. email: workhabitstrading@gmail.com	

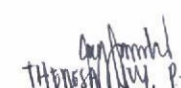
Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

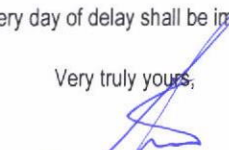
Place of Delivery: OFFICE OF THE SOLICITOR GENERAL Date of Delivery:	Delivery Term: w/in 30 days upon receipt of P.O. Payment Term: w/in 30 days upon final acceptance Bank to bank
--	--

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pad	Procurement of Common Use Office Supplies: CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 5.5" (length) Material: White Paper Thickness: 80 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) Office Address (Below) Other Inclusions: Layout, Proofing, Printing and Binding	70	Php 75.00	Php 5,250.00
2	pad	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 80 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) Office Address (Below) Other Inclusions: Layout, Proofing, Printing and Binding	70	90.00	6,300.00
3	pad	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 5.5" (length) Material: White Paper Thickness: 80 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: One Color - Black (One Side) OSG Logo with Name (Above) Office Address (Below) Other Inclusions: Layout, Proofing, Printing and Binding Note: Service provider must warrant that in case of damage in the delivered item, it will be subject for replacement, free of charge. The following shall be deemed to form and construed as part of the agreement: I. Quotation II. Request for Quotation III. Other documents as may be required by laws	74	90.00	6,660.00


Total Amount in Words: Eighteen Thousand Two Hundred Ten Pesos Only	Php 18,210.00
--	----------------------

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.

Conforme: 
 (Signature over printed name)
Dec -05 - 2024
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ALOBS: 02-101101-2024-11-710
 Amount: ₱ 18,210.00
ARIEL J. UBIÑA
 Chief Accountant