

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

PURCHASE ORDER

Supplier: **GENTLEHAND PACKAGING CORPORATION**
 Address: VRCC Road # 3 Veterans Center Western Bicutan, Taguig City
 TIN: 007-562-309-00000
 Account No.: 008450001175 Bank: BDO - SM Hypermarket FTI, Taguig
 Telephone: (02) 8475-6174 / (02) 8365-5523 Email Address: beth_stacy31123@yahoo.com

P.O. # **024-01-012**
 Date: **January 22, 2024**
 Mode of Procurement: Shopping

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: First 4,000 boxes should be delivered w/in 7 days upon receipt of PO; Remaining boxes should be delivered in two batches within one day notice.


Date of Delivery:

Payment Term: w/in 30 days upon issuance of Inspection and Acceptance Report (Bank to bank)

Stock No.	Unit	Description	Qty.	Unit Cost		Amount	
		PROCUREMENT OF COMMON USE OFFICE SUPPLIES AND PACKAGING SUPPLIES FOR DIVISIONS TO BE RELOCATED:					
	boxes	DOCUMENT FILE BOX With Cover and Handle; Heavy Duty Size: Inside Dimension (WxHxL): est. 12 25" x 10" x 15.25" Outside Dimension (WxHxL): est. 13" x 10.5" x 15.5" Binded Double Wall <i>Note: Deviation in stated sizes is allowed up to 10%</i>	8,227	Php	50.00	Php	411,350.00

Total Amount in Words: **Four Hundred Eleven Thousand Three Hundred Fifty Pesos Only** Php **411,350.00**

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: 
ELIZABETH S. REYES
 (Signature over printed name)
 JAN 25 2024


 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ALOBS: 02-101101-2024-02-067
 Amount: ₱ 411,350.00
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