

JUN 11 2024
 BY: *NA* 11/28

PURCHASE ORDER

Supplier: EVER ENGRAVING STATIONERY, INC.	P.O. # 024-06-075
Address: 168 P. Gomez St. San Juan City	Date: June 5, 2024
TIN: 000-081-417-00000	Mode of Procurement: Small Value Procurement 53.9
Account No.: 1315-0000-2570	Bank: China Banking Corp.
Telephone: 8724 1191-95	Email: everengraving.cs@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 P.O.
Date of Delivery:	Payment Term: w/in 30 days upon final acceptance Bank to Bank

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	PROCUREMENT OF COMMON USE OFFICE SUPPLIES: CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Quantity: 35 pads Size (estimated): 5.5" (width) x 5.5" (length) Material: White Paper Thickness: 90 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing, and Binding	1	Php 12,215.90	Php 12,215.90
	lot	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Quantity: 35 pads Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 90 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing, and Binding	1	11,861.14	11,861.14
	lot	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Quantity: 38 pads Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 70 gsm; Substance: 20 Binding: Padded; Packaging : min. of 100 leaves per pad Print: One Color - Black (One Side) OSG Logo with name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing, and Binding	1	4,075.12	4,075.12
	lot	COPY PAPER WITH LETTERHEAD AND OSG LOGO (BLUE) PRINT AT THE BACK Quantity: 12 reams Size (estimated): 8.5" (width) x 11" (length) Material: White Paper Thickness: 70-90 gsm Packaging: 500pcs per ream Print: Full Color Other Inclusions: Layout, Proofing, Printing, and Binding	1	21,896.85	21,896.85

Total Amount in Words:	FIFTY THOUSAND FORTY NINE PESOS & 01/100 ONLY	Php	50,049.01
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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.

Conforme: *John Edward Baccara*
 (Signature over printed name)
 06-28-24
 (Date)

Very truly yours,
JESSICA L. CASTRO
 CAO, Administrative Division
EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:	ALOBS: <i>02-101101-2024-06-319</i>	This is to certify that this procurement was posted at PhilGEPS in compliance with RA 9184
<i>[Signature]</i> ARIEL J. UBIÑA Chief Accountant	Amount: <i>₱ 50,049.01</i>	
		<i>[Signature]</i> CHRISTIAN D. BUAT Admin Assistant I, Administrative Division