

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

**PURCHASE ORDER**

|  |   |
|--|---|
| Supplier: <b>MANUEL STATIONERY</b><br>Address: 621 Norberto Ty St., Brgy. 288, Binondo, Manila<br>TIN: 134-799-904-00001<br>Account No.: 1014886617<br>Telephone: 8241-0777, 8242-4846 | P.O. # <b>024-06-080</b><br>Date: June 11, 2024<br>Mode of Procurement: Shopping<br>Branch: China Bank - Binondo Business Center<br>email: <a href="mailto:info.manuelstationery@gmail.com">info.manuelstationery@gmail.com</a> |
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

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

| Stock No.  | Unit | Description   | Quantity | Unit Cost | Amount          |
|--|------|---|----------|-----------|-----------------|
| <b>PROCUREMENT OF COMMON-USE OFFICE SUPPLIES</b>                               |      |   |          |           |                 |
|  | pcs  | <b>LCT No. 2, STAMP PAD, FELT</b><br>Stamp Pad Container - Material: Made of metal, plastic or combination of plastic or metal<br>Plastic component shall be resistant to impact and ink.<br>Stamp Pad Bed: Shall be composed of an absorbent material,<br>Pre-inked, Ink shall be free from any offensive odor<br>Does not blot, no visible trace of transcription on the opposite side of the paper<br>Metal pad should be free from rust and no loose part | 52       | Php 38.50 | Php 2,002.00 ✓  |
|  | box  | <b>OFFIMAX, ENVELOPE, MAILING</b><br>Size: 105mm (W) x 241mm (L);<br>Color: White; Quality Bond Paper, 70gsm<br>Packaging: 500 pcs per box  | 26       | 330.00    | 8,580.00 ✓      |
|  | pad  | <b>KAISITE, NOTE PAD, STICK ON, 50MM x 76MM</b><br>Size: 2" x 3"<br>Color: Assorted<br>100 pieces/pad   | 200      | 14.30     | 2,860.00 ✓      |
|  | pad  | <b>KAISITE, NOTE PAD, STICK ON, 76MM x 100MM</b><br>Size: 3" x 4"<br>Color: Assorted<br>100 pieces/pad  | 153      | 24.00     | 3,672.00 ✓      |
|  | pad  | <b>KAISITE, NOTE PAD, STICK ON, 76MM x 76MM</b><br>Size: 3" x 3"<br>Color: Assorted<br>100 pieces/pad<br><br><i>Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. The supplier will be allowed to deviate from the measurement provided that said deviations will be equal or greater than those stipulated.</i>   | 161      | 18.50     | 2,978.50 ✓      |
| Total Amount in Words: <b>Twenty Thousand Ninety Two Pesos and 50/100 Only</b> |      |   |          |           | Php 20,092.50 ✓ |

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: *Jessica L. Castro*  
 (Signature over printed name)  
6/20/24  
 (Date)

Funds Available: *[Signature]*  
 ALOBS: 62-101101-2024-06-333  
 Amount: ₱ 20,092.50  
**ARIEL J. UBINA**  
 Chief Accountant

This is to certify that this procurement was posted at  
 Philgeps in compliance with RA 9184

*[Signature]*  
**CHRISTIAN D. BUAT**  
 ADAS I