

**PURCHASE ORDER**

Supplier: **GENTLEHAND PACKAGING CORPORATION**  
 Address: VRCC Road 3 Veterans Center Western Bicutan, Taguig City  
 TIN: 007-562-309-00000  
 Account No.: 008450001175 Branch: BDO - FTI Taguig  
 Telephone: 8365-5523/8475-6174 email: beth\_stacy31123@yahoo.com

P.O. # **024-11-179**  
 Date: November 6, 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**  
 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

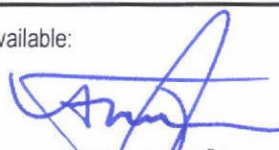
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	<p><b>Procurement of Common Use Office Supplies:</b></p> <p><b>DOCUMENT FILE BOX</b>                      With Cover and Handle: Heavy Duty                      Size: Inside Dimension (WxHxL): est. 12.5" x 10.25" x 16"                      Outside Dimension (WxHxL): est. 13.25" x 11" x 17"                      Binded Double Wall</p> <p><i>Note: Service provider must warrant that in case of damage in the delivered item, it will be subject for repair/replacement, free of charge. Estimated sizes are minimum only. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated, and with approval of end-user.</i></p> <p>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</p>	945	Php 56.00	Php 52,920.00

Total Amount in Words: **Fifty Two Thousand Nine Hundred Twenty Pesos Only**      **Php 52,920.00**


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/overprinted name)  
11/21/24  
 (Date)

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

Funds Available:   
 ARIEL J. UBIÑA  
 Chief Accountant

ALOBS: 02-10/101-2024-11-709  
 Amount: ₱ 52,920.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184  
  
**CHRISTIAN D. BUAT**  
 ADAS I