

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

## PURCHASE ORDER


Supplier: <b>METRO PAPER CONVERTER PHILS. CORP.</b> Address: Mt. Sinai Ext. Leviticus Subdivision, San Juan, Taytay Rizal TIN: 007-839-961-00000 Account No.: 1641-1016-79 Telephone: 8660-1595	P.O. # <b>025-01-023</b> Date: January 24, 2025 Mode of Procurement: Public Bidding
Bank: LBP- C. Raymundo, Pasig City Email: liezel.alvarez15@gmail.com	

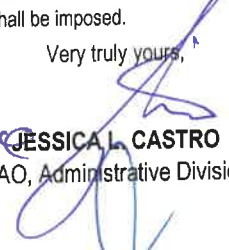
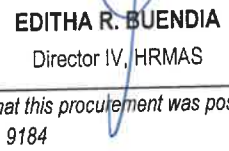
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>  Date of Delivery:	Delivery Term: Initial Delivery of 2,000 reams long and 200 reams A4 copy paper within fifteen (15) days from receipt of the Notice to Proceed (NTP). The balance shall be delivered within five (5) days upon request of the OSG, until the total quantity ordered is fully delivered. Payment Term: Per billing w/in 30 days upon issuance of Inspection and Acceptance Report (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<b>Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") Copy Paper for CY 2025</b> <i>Copy Paper with Office of the Solicitor General (OSG) logo printed at the back</i> Technical Specifications: Weight: 70 GSM Size: 8.5" x 13" long and 8.3" x 11.7" A4 Thickness, mm: 0.08mm Stiffness, MD, μN.m: 250 Dirt Count, mm <sup>2</sup> /m <sup>2</sup> : NA  Deliveries: Copy Paper to be supplied and delivered is of the same quality as to the grammage, kind, form, substance, and other specifications provided during the opening of bid conference and post -qualification process.  Quantity: Long - 8.5" x 13" A4 - 8.3" x 11.7"  The following documents shall be deemed to form & construed as part of this agreement:  Contract Agreement Philippine Bidding Documents - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents may be required by laws			
	reams		21,000	Php 207.80	Php 4,363,800.00
	reams		2,000	182.78	365,560.00
<b>Total Amount in Words: Four Million Seven Hundred Twenty Nine Thousand Three Hundred Sixty Pesos Only</b>					<b>Php 4,729,360.00</b>

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)  
**Analisa D. Alvarez**  
 Jan. 31, 2025  
 (Date)

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

Funds Available:   
 ALOBS: 02-101101-2025-01-043  
 Amount: ₱ 4,729,360.00  
**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