

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

**PURCHASE ORDER**

Supplier: <b>GWA ONLINE MARKETING CO.</b>	P.O. # <b>025-06-094</b>
Address: Blk 38 #6 Bataw Street Addition Hills, Mandaluyong City	Date: July 1, 2025
TIN: 010-619-438-000	Mode of Procurement:
Account No.: 1641121793	Small Value Procurement
Tel No. 02 87494031	
Bank: Landbank-C. Raymundo Pasig	
Email: <a href="mailto:greatwallarts@gmail.com">greatwallarts@gmail.com</a>	

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>	Delivery Term: w/in thirty (30) days upon receipt of P.O.
Date of Delivery:	Payment Term: w/in 30 days upon issuance of Inspection & Acceptance Report <b>(Bank to Bank)</b>

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	lot	<b>Procurement of:</b> <b>Training Kit for New Employee Orietation (NEO) Participants 2025</b>  <b>Quantity: 45 sets</b> <b>Specifications:</b> <b>1. Notebook</b> <ul style="list-style-type: none"> <li>• Binding Type: Not wire-bound (preferably perfect binding)</li> <li>• Page Format: Blank or ruled</li> <li>• Size: A5</li> <li>• Color: White</li> <li>• Design: Customized with NEO logo</li> <li>• Printing Method: UV printing</li> </ul> <b>2. Ballpen</b> <ul style="list-style-type: none"> <li>• Type: Retractable or cap-type</li> <li>• Ink Color: Black</li> <li>• Tip Size: 0.7 mm</li> <li>• Barrel Color: White</li> <li>• Design: Customized with NEO logo</li> <li>• Printing Method: UV printing</li> </ul> <b>3. Tote Bag</b> <ul style="list-style-type: none"> <li>• Material: Canvas</li> <li>• Color: White</li> <li>• Size: 12 in (W) x 14 in (H)</li> <li>• Design: Customized with NEO logo</li> <li>• Logo Size: 6 inch x 6 inch</li> <li>• Printing Method: Sublimation printing</li> </ul> <b>4. Ceramic Mug</b> <ul style="list-style-type: none"> <li>• Material: Ceramic</li> <li>• Color: White</li> <li>• Capacity: 11 oz; 8 cm x 9.5 cm</li> <li>• Design: Customized with NEO logo</li> <li>• Logo Size: 2 inch x 2 inch</li> <li>• Printing Method: Sublimation printing</li> </ul> <b>General Specifications:</b> All materials must be of high quality and durable. Prints must be high-quality resolution, intricate, and clearly readable.  <b>Other Requirements:</b> All kits must be delivered in good quality and condition.  <b>Delivery Period:</b> Must be delivered in good quality and condition <b>on or before July 1, 2025.</b>	1	Php 21,960.00	Php 21,960.00

		<p><b>Note:</b></p> <p>The supplier is allowed to deviate by up to 20% from the stated estimated print sizes, provided that such deviation is acceptable to the end-users.</p> <p>The supplier must warrant that any defective item discovered upon usage by the end-user shall be replaced free of charge.</p> <p><i>The following documents shall be deemed to form and be construed as part of this agreement:</i></p> <ul style="list-style-type: none"> <li>i. Request for Quotation</li> <li>ii. Quotation</li> <li>iii. Other documents as may be required by law</li> </ul>			
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Total Amount in Words:	<b>Twenty One Thousand Nine Hundred Sixty Pesos Only</b>	<b>Php 21,960.00</b>
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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.

Very truly yours,

Conforme:

EDITHA R. BUENDIA  
(Signature over printed name)

7 1 25  
(Date)

**JESSICA L. CASTRO**  
CAO, Administrative Division

**EDITHA R. BUENDIA**  
Director IV, HRMAS

Funds Available:

**ARIEL J. UBIÑA**  
Chief Accountant

ALOBS: 02-01101-2025-07-367

Amount: ₱ 21,960.00