

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

**PURCHASE ORDER**


Supplier: **MANILA CANVAS OPC** P.O. # **025-02-033**  
 Address: **Chamber 8 Fort Santiago Zone 69 Barangay 656 1002 Intramuros NCR, City of Manila** Date: **February 20, 2025**  
 TIN: **618-303-239-00000** Mode of Procurement:  
 Account No.: **001638019253** Branch: **BDO (West Avenue - East Maya)** **Small Value Procurement**  
 Telephone: **0927-2914620** Email: **manilacanvas@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: **on or before February 28, 2025**  
 Date of Delivery: **OFFICE OF THE SOLICITOR GENERAL** Payment Term: **within 30 days upon issuance of inspection & Acceptance Report (Bank to Bank)**

Item No.	Unit	Description	Quantity	Unit Cost	Amount
<b>Procurement of:</b> <b>Customized Wooden Plaques for the SINAG: Pagtanaw sa Habi ng Tagumpay (2024 OSG PRAISE Awarding Ceremony), inclusive of taxes, services, and delivery charges</b>					
1	piece	<b>For PRAISE AWARDS:</b> <b>a. Plaque for Individual Awards</b> Design: <b>Wooden Plaque with Easel Stand</b> Materials: <b>Acacia Wood; Orientation: Portrait</b> Size: <b>Plaque - Estimated 9" high x 6" wide; Thickness: 0.8" with Customized Engraving</b> <b>Easel Stand - Estimated 8" x 6"</b>	105	Php 650.00	Php 68,250.00
2	piece	<b>b. Plaque for Group Awards</b> Design: <b>Wooden Plaque with Easel Stand</b> Materials: <b>Acacia Wood; Orientation: Portrait</b> Size: <b>Plaque - Estimated 8" high x 12" wide; Thickness: 0.8" with Customized Engraving</b> <b>Easel Stand - Estimated 13" x 10"</b>	12	950.00	11,400.00
3	piece	<b>For HRMD SERVICE AWARDS:</b> <b>a. Plaque for Loyalty Awards</b> Design: <b>Wooden Plaque with Easel Stand</b> Materials: <b>Acacia Wood; Orientation: Portrait</b> Size: <b>Plaque - Estimated 9" high x 6" wide; Thickness: 0.8" with Customized Engraving</b> <b>Easel Stand - Estimated 8" x 6"</b>	130	650.00	84,500.00
4	piece	<b>b. Plaque for Retirees</b> Design: <b>Wooden Plaque with Easel Stand</b> Materials: <b>Acacia Wood; Orientation: Portrait</b> Size: <b>Plaque - Estimated 9" high x 6" wide; Thickness: 0.8" with Customized Engraving</b> <b>Easel Stand - Estimated 6" x 6"</b>	18	650.00	11,700.00
Note: The supplier is allowed to deviate by up to 20% difference in the stated measurement. The following documents shall be deemed to form and construed as part of this contract: > RFQ > Approved Layout > Quotation > List of Awardee					
Total Amount in Words: <b>One Hundred Seventy Five Thousand Eight Hundred Fifty Pesos Only</b>					Php 175,850.00

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.

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

Conforme  
  
 Vincent Parales Obispo  
 President, MANILA CANVAS OPC  
 (Signature over printed name)  
 February 24, 2025  
 (Date)

Funds Available: **ALOSS: 02-102101-2025-02-002**  
 Amount: **↑ 175,850.00**  
 This is to certify that this procurement has been posted on PhilGEPS in compliance with RA 9184  
**CHRISTIAN D. BUAT**  
 ADAS I

**ARIEL J. UBINA**  
 Chief Accountant