



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : RPCB INSURANCE AND TRADING CORPORATION	P.O. No. : 22-09-1906
Address : 435 J.P Rizal Street Sto. Niño Marikina City	Date : 09/06/2022
	Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : <u>Central Supply Office</u>	Delivery Term : <u>30 Calendar Days</u>
Date of Delivery : <u>-</u>	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	PCS	40	Bookbinding of City Executive Budget CY 2023 Theme Fonts: Times New Roman, #40 Embossed Letters: EXECUTIVE BUDGET CY 2023 (side part only) Book Color: Royal Blue (for A4 paper, 80gsm) (560+pages)	600.00	24,000.00
8	PCS	15	Bookbinding of Plantilla CY 2023 Theme Fonts: Times New Roman, #40 Embossed Letters: LOCAL BUDGET PREPARATION FORM NO. 3-A PLANTILLA OF PERSONNEL PERMANENT AND CASUAL EMPLOYEES CY 2023 (front part only) Embossed Letters: PLANTILLA OF PERSONNEL CY 2023 (side part only) Book Color: Royal Blue (for A4 paper, 80gsm) (800+pages)	700.00	10,500.00

Control No. **3721** GRAND TOTAL : **Php 34,500.00**

Total Amount in Words *Thirty-four Thousand Five Hundred Pesos Only.*

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

Conforme :

[Signature]
CHRISTOPHER M. BENAVIDES
(Signature over printed name of supplier)
09/09/2022
Date

[Signature]
VICTOR MA. REGIS N. SOTTO
(Authorized Official)
City Mayor

Requisitioning Office/Dept. : MARTINELLI A. SANTIAGO <small>(Authorized Official)</small>	Funds Available : JUVY A. CUENCO <small>Chief Accountant</small>	Amount : ₱ 34,500.- OBR No. : 100-2022-09-0025-1071
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