



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier: DIAMOND-EMPIRE MARKETING P.O. No. : 22-09-1913
 Address: 1915 Anonas St., Sta. Mesa Manila Date : 09/09/2022
 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 : Central Supply Office Delivery Term : 30 calendar days
 Date of Delivery : _____ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	UNIT	1	Paper shredder, ADMIRAL HEAVY DUTY PAPER SHREDDER	11,778.00	11,778.00
2	PCS	1	PESO DRY SEAL/ TINGGA, BRAND NOT APPLICABLE	1,795.00	1,795.00
3	PCS	3	PESO WOODEN STAMP, BRAND NOT APPLICABLE	349.00	1,047.00
4	PCS	1	NUMBER LETTER STAMP, BRAND NOT APPLICABLE CUSTOMIZED SELF INKING SEAL ***** Nothing Follows ***** FOR THE USE OF PESO for the use of Pasig Employment Service Office	415.95	415.95

Control No. **3768** GRAND TOTAL : **Php 15,035.95**

Total Amount in Words *Fifteen Thousand Thirty-five Pesos And 95/100 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
(Authorized Official)
City Mayor d

Conforme :
CHRISTIA G. BERE
(Signature over printed name of Supplier)
09.09.2022
Date

Requisitioning Office/Dept. : JYLENE L. SISON <i>(Authorized Official)</i>	Funds Available : JUVY A. CUENCOR Chief Accountant	Amount : <u>₱ 15,035.95</u> <u>100-2080-09-</u> OBR No. : <u>0576-1091</u>
---	---	--