



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **DIAMOND-EMPIRE MARKETING**  
 Address : 1915 Anonas St. NDC Comp., Sta. Mesa Sampaloc, 063, BRGY. 628, Manila

P.O. No. : **22-09-1975**  
 Date : **30 SEPTEMBER 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 -  
 Date of Delivery : -

Delivery Term : 30 Calendar Days  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PC	1	Executive Table, UNBRANDED/CUSTOMIZED Length : 100cm Width : 49" Height : 76" Material : Laminated Wood Color:Wenge 3 Drawers with safety lock 1 pull-out drawer with safety lock Well designed handles melamine scratch proof Weight : 31.00kg variant : Wenge	7,990.00	7,990.00
2	PC	1	Steel Cabinet 4 drawers, UNBRANDED/CUSTOMIZED premium quality lateral filing cabinets for file folders and documents,made with extra durable materials. full extension ball bearing drawer slides provision for vertical and horizontal filing 1 vertical steel divider per drawer steel thickness : 0.7mm (0.8mm) Dimensions : L900 x D450 x H1385 mm Material: Mental,Powered-coated light gray finish Color: Beige Gauge: 22mm ***** Nothing Follows *****	13,980.00	13,980.00

For the use of Persons with Disability Affairs Office for the use of Persons with Disability Affairs Office

Control No. **3816** GRAND TOTAL : **Php 21,970.00**

**Total Amount in Words** *Twenty-one Thousand Nine Hundred Seventy 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.

Conforme :

CHRISTIA G. BERE  
 (Signature over printed name of Supplier)  
*10/11/22*  
 Date

Very truly yours,

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

Requisitioning Office/ Dept.:

**JOSE REY G. ESPINA**  
 (Authorized Official)

Funds Available :

**JUVY A. CUENCO**  
 Chief Accountant

Amount : ₱ 21,970.00  
100-2052-02-  
 OBR No. : 0020-7612