



**PURCHASE ORDER**  
**CITY GOVERNMENT OF PASIG**

*Agency Name*

Supplier : OVT- GRAPHIC LINE INC.  
Address : 2321, Mabini Street, Upper Plaza, West Rembo, Makati City

P.O. No. : 22-10-2013  
Date : October 13, 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 : Refer to TOR  
Date of Delivery : \_\_\_\_\_ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	100	Certificate Jacket, UNBRANDED with PCSHS Logo	145.00	14,500.00
2	PCS	1,500	Report Card Jacket with Dry Emb, UNBRANDED ***** Nothing Follows *****	7.30	10,950.00

for the use of Pasig City Science High School for the use of Pasig City Science High School

Control No. **3866** GRAND TOTAL : **Php 25,450.00**

Total Amount in Words Twenty-five Thousand Four Hundred Fifty 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 :

*Orlando V. Tan*  
**ORLANDO V. TAN**  
*(Signature over printed name of Supplier)*  
10-24-2022  
Date

Very truly yours,

*Victor M. Regis N. Sotto*  
**VICTOR MA. REGIS N. SOTTO**  
*(Authorized Official)*  
City Mayor

Requisitioning Office/Dept. :

*Charlie O. Fababaer*  
**CHARLIE O. FABABAER**  
*(Authorized Official)*

Funds Available :

*Juvy A. Cuenco*  
**JUVY A. CUENCO**  
Chief Accountant

Amount 25,450.-  
OBR No. : 100-2022-08  
0044-13322