



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : DIAMOND-EMPIRE MARKETING
 Address : Anonas Street, NDC Compound, Sta Mesa, Sampaloc, 063, Barangay 628, Manila

P.O. No. : 22-11-2163
 Date : November 23, 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	CART	20	Toner, HP Toner for HP Lazer Jet (MFP M72625/M72630)	7,750.00	155,000.00
2	PIECES	8	Ink, EPSON epson, L6170 black	440.00	3,520.00
3	PIECES	4	Ink, EPSON epson, L6170 yellow	440.00	1,760.00
4	PIECES	4	Ink, EPSON Epson, for L6170 (magenta)	440.00	1,760.00
5	PIECES	4	Ink, EPSON Epson, L6170 (cyan)	440.00	1,760.00
6	PIECES	10	Packaging Tape, UNBRANDED 2 inches (18 mm x 50 meters)	31.50	315.00
7	PIECES	5,000	Sack, UNBRANDED empty sack (50 kilos) 12 x 16 - 30 x 50 inch	4.95	24,750.00
8	PIECES	4,000	DATA FOLDER, UNBRANDED HARD BOUND / FINGER RING, W / METAL RING BINDER 3" x 9" x 15" (any colors)	79.00	316,000.00

Control No. **4069**

SUBTOTAL : Php 504,865.00

Total Amount in Words Five Hundred Four Thousand Eight Hundred Sixty-five 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme :

MICOL LAO / *Regina Regalado*

(Signature over printed name of Supplier)

12-7-22

Date

VICTOR MA. REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

Juvy A. Cuenco

JUVY A. CUENCO
(Authorized Official)

Funds Available :

Juvy A. Cuenco

JUVY A. CUENCO
Chief Accountant

Amount : _____

OBR No. : _____



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
9	ROLLS	30	Tape, UNBRANDED transparent 24.4 mm (1 Inch) x 100 meters ***** Nothing Follows *****	36.00	1,080.00

Office Supplies at Accounting Office. for the use of City Accounting Office

Control No. **4069**

GRAND TOTAL :

Php 505,945.00

Total Amount in Words Five Hundred Five Thousand Nine Hundred Forty-five 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme :

MICO L. LAO / Regis / Reginal

(Signature over printed name of Supplier)

12-7-22

Date

VICTOR MA. REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept.:

JUVY A. CUENCO
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱505,945.00

OBR No. : 063-2022-10
063-1061