



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING  
 Address : 514 Natividad St. Brgy Sta Clara, Pasay City

P.O. No. : 22-11-2193  
 Date : 29 November 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	PCS	60	Bar Soap/Detergent, GENERIC Detergent Bar Soap Ultra Fresh Scent 125 grams	15.00	900.00
2	PACK	1,000	Trash Bag, GENERIC color : black & translucent Oxo biodegradable 10 pcs / pack Size : XXL 37 x 40 inches	144.00	144,000.00
3	PACK	760	POWDER SOAP, GENERIC powder detergent soap 1kg /pack	99.00	75,240.00
4	PACK	250	Sanitary Napkin, GENERIC with cottony soft cover non-wing 20 pads per pack	105.00	26,250.00
5	PACK	26	Bleach, GENERIC chlorine 1 kg per pack powder type	250.00	6,500.00

Control No. **4093**


**SUBTOTAL : Php 252,890.00**

**Total Amount in Words** Two Hundred Fifty-two Thousand Eight Hundred Ninety 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 :

  
**ROBERT A. GUILLERMO**  
 (Signature over printed name of Supplier)  
12/7/22  
 Date

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

Requisitioning Office/Dept. :

  
**MA. TERESA O. BRIONES**  
 (Authorized Official)

Funds Available :

**JUVY A. CUENCO**  
 Chief Accountant

Amount : \_\_\_\_\_  
 OBR No. : \_\_\_\_\_



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

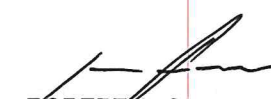
Place of Delivery : Central Supply Office      Delivery Term : 30 Calendar Days  
 Date of Delivery : \_\_\_\_\_      Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
6	PCS	5,000	Bath soap, GENERIC 90 grams Jumbo sachet artic fresh scent	35.00	175,000.00
7	BOX	20	Milk Formula, GENERIC Infant Milk 1.3 kg 0-6 months : 5 boxes 6-12 months - 10 boxes 1-3 years old : 5 boxes	899.00	17,980.00
8	PACK	1,000	Toothpaste, GENERIC twin pack 24 g x 12 sachets per pack with cooling crystals menthol fresh flavor	180.00	180,000.00
9	PCS	500	Toothbrush, GENERIC medium brush multi-level bristles with dual cleaning tips with a soft tounge cleaner	50.00	25,000.00


Control No. **4093** SUBTOTAL : **Php 650,870.00**

**Total Amount in Words** Six Hundred Fifty Thousand Eight 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 as provided for by the, 2016 IRR of RA 9184.

Conforme :  
  
ROBERT A. GUILLERMO  
 (Signature over printed name of Supplier)  
12/7/22  
 Date

Very truly yours,  
  
VICTOR MA. REGIS N. SOTTO  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept :  
  
  
**MA. TERESA O. BRIONES**  
 (Authorized Official)

Funds Available :  
  
**JUVY A. CUENCO**  
 Chief Accountant

Amount : \_\_\_\_\_  
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 Address : 514 Natividad St. Brgy Sta Clara, Pasay City

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 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
10	PACK	50	Diaper Adult (Large), GENERIC 12 pads per pack super absorbent core, absorbency is maximum breathable back sheet, skin friendly and prevent rashes sizes medium - 15packs large - 20packs x-large - 15packs	180.00	9,000.00
11	PACK	23	Baby Diaper, GENERIC 12 pads per pack super absorbent core, absorbency is maximum breathable back sheet, skin friendly and prevent rashes sizes new born size - 3 packs small - 3 packs medium - 6 packs large - 6 packs x-large - 5 packs	75.00	1,725.00
12	PACK	1,500	Shampoo Sachet, GENERIC 13 ml Flower essences ***** <i>Nothing Follows</i> *****	63.00	94,500.00

for the use Office on Social Welfare and Development for the use of Pasig City Social Service & Welfare Department

Control No. **4093**


**GRAND TOTAL :      Php 756,095.00**


**Total Amount in Words** *Seven Hundred Fifty-six Thousand Ninety-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 :

  
**ROBERT A. GUILLERMO**  
 (Signature over printed name of Supplier)  
12/7/22  
 Date

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

Requisitioning Office/Dept. :

  
**MA. TERESA O. BRIONES**  
 (Authorized Official)

Funds Available :

  
**JUVY A. CUENCO**  
 Chief Accountant

Amount : ₱ 756,095.-  
 OBR No. : 100.2022-11-  
0220-7611