



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : RAND CHARLIE ENTERPRISE
 Address : 2nd Floor Planbank Building Lopez Avenue Batong Malake, Los Baños, Laguna

P.O. No. : 22-12-2235
 Date : 12/01/2022
 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 : Within 30 cd upon receipt of NTP but not to exc
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	40	Ballpen, HBW BLACK black	9.00	360.00
2	PCS	50	Cartolina, AVIA assorted color	11.00	550.00
3	PACK	8	Highlighter, HBW 3pcs/pack,(green, yellow, orange)	104.00	832.00
4	PCS	10	Double Adhesive, CROCODILE 1inch x 50m	49.00	490.00
5	PCS	15	Transparent tape, KING 1inch x 50m	30.00	450.00
6	SET	5	Computer Ink, HP 704 black and colored	839.00	4,195.00
7	SET	6	Computer Ink, CANON 36CL1 colored, 35PG1 Black	497.00	2,982.00
8	PCS	50	Manila Paper, ADVANCE	4.00	200.00

Control No. **4075** SUBTOTAL : **Php 10,059.00**

Total Amount in Words Ten Thousand Fifty-nine 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 :

Alisa Rand
RAND EDOUARD R. DE JESUS
 (Signature over printed name of Supplier)
12-21-22
 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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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
9	PCS	5	Stapler, JOY No. 35 with Remover	59.00	295.00
10	BOX	5	Paper Clip, JOY jumbo, vinyl coated, 50mm, 120gms	49.00	245.00
11	PCS	10	Steno notebook, STENO 80leaves	24.00	240.00
12	BOX	5	Fastener, JOY Metal, 7cm, 500pcs/box	39.00	195.00
13	PCS	1,100	Drawing Book, VISION at least 10leaves	22.00	24,200.00
14	BOX	1,100	Clay, JOY Non-toxic, 10 bright colors	30.00	33,000.00
15	PCS	1,100	Bag, POLYESTER String bag ***** Nothing Follows *****	71.00	78,100.00

for the use of Bahay Kalinga for the use of Bahay Kalinga

Control No. **4075**

GRAND TOTAL : Php 146,334.00

Total Amount in Words One Hundred Forty-six Thousand Three Hundred Thirty-four 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:

Alysa Mei Ulanon
RAND EDOUARD R. DE JESUS
 (Signature over printed name of Supplier)
12-21-22
 Date

V.M. Sotto
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: 146,334.-
 OBR No. : 100.2022.11
0707-1061