



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 22-12-2244  
 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 December 09, 2022  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PACK	43	filler notebook,,, SPRING LEAF 5pcs/pack, 20leaves	293.00	12,599.00
2	SET	190	Id Lace with ID Holder, UNBRANDED ID holder: horizontal, transparent white ID lace: plain blue	95.00	18,050.00
3	PCS	25	Manila Paper, UNBRANDED	9.00	225.00
4	PACKS	10	Parchment Paper, UNBRANDED 10pcs/pack, A4 ***** Nothing Follows *****	112.60	1,126.00

for the CapDev training materials for the use of Pasig City Social Service & Welfare Department

Control No. **4110**

**GRAND TOTAL :      Php 32,000.00**

**Total Amount in Words** Thirty-two Thousand 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 :

Very truly yours,

RAND EDUARDO R. DE JESUS / *Allyson*

(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 : ₱ 32,000.-  
OBR No. : 100-2022-11-  
0877-1032