



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : UNITED AE TRADING OPC  
 Address : 1115 Concepcion Compound, Pag-asa, Binangonan Rizal

P.O. No. : 23-03-0086  
 Date : 15 MARCH 2023  
 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 : 7 Calendar Days  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PACK	35	Vellum Board ( Cream ), UNBRANDED - 10 sheets per Pack - A4 size - 200 GSM	65.00	2,275.00
2	PCS	10	Certificate holder,,, ADVENTURER - Color: Blue - Size: A4	145.00	1,450.00
3	PCS	270	Transparent ID Card Holder with Lanyard, UNBRANDED - Lanyard Color: Navy Blue - ID Card Holder : IDH-H3 (Horizontal ) - Size : 118mm x 90mm	30.00	8,100.00
4	BXS	23	Retractable Gel Pen ( Black ), UNBRANDED - 12 Pieces per Box - 0.5 mm	135.00	3,105.00
5	PACK	55	Note Fillers, FOCUS - 6" x 8.5" - 20 Leaves per filler - 5 Fillers per pack	75.00	4,125.00

Control No. **4292**

**SUBTOTAL :**

**Php 19,055.00**

**Total Amount in Words** *Nineteen Thousand Fifty-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 :

ROSALYN E. RAYMUNDO  
*(Signature over printed name of Supplier)*  
13 / 20 / 2023  
*Date*

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

Requisitioning Office/Dept. :

**ATTY. PONCE MIGUEL D. LOPEZ**  
*(Authorized Official)*

Funds Available :

**JUVY A. CUENCO**  
*Chief Accountant*

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



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
6	PACK	20	Sticker Paper ( White ), UNBRANDED - 10 Sheets per pack - A4 size - Matte	60.00	1,200.00
7	PCS	270	Clear Plastic Envelope, UNBRANDED - Size: Short	15.00	4,050.00
8	BOTTLE	5	Epson L3110 Ink-003 Black, EPSON	365.00	1,825.00
9	BOTTLE	3	Epson L3110 Ink-003 Cyan, EPSON	365.00	1,095.00
10	BOTTLE	3	Epson L3110 Ink-003 Magenta, EPSON	365.00	1,095.00
11	BOTTLE	3	Epson L3110 Ink-003 Yellow, EPSON ***** Nothing Follows *****	365.00	1,095.00

Training materials for GPPB Training of Department Heads and Procurement Officers for the use of Procurement Management Office

Control No. **4292**

GRAND TOTAL :

**Php 29,415.00**

Total Amount in Words Twenty-nine Thousand Four Hundred Fifteen 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 :

ROSALYN E. RAYMUNDO

(Signature over printed name of Supplier)

03/20/2023  
Date

VICTOR MA. REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

ATTY. PONCE MIGUEL D. LOPEZ  
(Authorized Official)

Funds Available :

JUVY A. QUENCO  
Chief Accountant

Amount : 29,415.00  
OBR No. : 100-5027-03  
0002-1041-10