



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : MNJ TRADING
 Address : Unit 203 Fiori Bldg., Capri Oasis, Dr. Sixto Antonio Avenue, Brgy. Maybunga, Pasig City

P.O. No. : 23-03-0084
 Date : 14 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 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
1	BOTTLE	20	Ink 664 Black, EPSON 70 ml	338.00	6,760.00
2	BOTTLE	20	Ink 664 Magenta, EPSON 70 ml	338.00	6,760.00
3	BOTTLE	20	Ink 664 Cyan, EPSON 70 ml	338.00	6,760.00
4	BOTTLE	20	Ink 664 Yellow, EPSON 70 ml	338.00	6,760.00
5	BOTTLE	20	Ink 003 Black, EPSON 70 ml	338.00	6,760.00
6	BOTTLE	20	Ink 003 Magenta, EPSON 70 ml	338.00	6,760.00
7	BOTTLE	20	ink 003 Cyan, EPSON 70 ml	338.00	6,760.00
8	BOTTLE	20	ink 003 Yellow, EPSON 70 ml	338.00	6,760.00


Control No. **4291** SUBTOTAL : **Php 54,080.00**

Total Amount in Words *Fifty-four Thousand Eighty 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 :


REY KEVIN L. VILLANUEVA
(Signature over printed name of Supplier)
3/23/23
Date


HON. ROBERT VINCENT JUDE B. JAWORSKI JR.
(Authorized Official)
 City Vice Mayor II

Requisitioning Office/Dept. : <div style="text-align: center;"> GEORGIA LYNNE P. CLEMENTE <i>(Authorized Official)</i></div>	Funds Available : <div style="text-align: center;"> JUVY A. CUENCO <i>Chief Accountant</i></div>	Amount : _____ OBR No. : _____
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
9	PCS	20	Masking Tape 1 1/2" (36mm), UNBRANDED	23.40	468.00
10	BOXES	5	Binder Clip, UNBRANDED - 2 inch - Black - 12 Dozen	70.00	350.00
11	BOXES	10	Paper Clip, UNBRANDED - metal - 50mm Approx. 50 to 100 pcs	25.00	250.00
12	BOXES	10	Paper Clip, UNBRANDED - metal - 33mm Approx. 50 to 100 pcs	15.00	150.00
13	PCS	120	Folder, UNBRANDED Long Brown size	4.10	492.00
14	PCS	100	Brown Envelope, UNBRANDED Long Size	2.30	230.00

Control No. **4291**

SUBTOTAL : Php 56,020.00

Total Amount in Words *Fifty-six Thousand Twenty 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 :

REY KEVIN L. VILLANUEVA

(Signature over printed name of Supplier)

3/23/23
Date

HON. ROBERT VINCENT JUDE B. JAWORSKI JR.

(Authorized Official)

City Vice Mayor II

Requisitioning Office/Dept. :

GEORGIA LYNNE P. CLEMENTE
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : _____

OBR No. : _____



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Gentlemen:
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Place of Delivery : Central Supply Office Delivery Term : 30 Calendar Days
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
15	BOXES	50	Bond Paper, HOKKAIDO - A4 Size - 70 gsm sub 20 - 8.25 x 11.75 in. - 210 x 297 mm - 5 reams per box	1,055.30	52,765.00
16	PACKS	2,000	Sticker paper, UNBRANDED - 10's per pack - A4 Size - 210 x 297 mm - 90 gsm - 5760 dpi - Matte	32.50	65,000.00
17	PACK	1,000	Vellum board, UNBRANDED - A4 Size - 200 gsm - Color: White - 10's per pack	37.00	37,000.00
18	BOX	50	Ballpen, HBW - Black - 0.5mm - 50 per box	240.50	12,025.00

Control No. **4291** SUBTOTAL : **Php 222,810.00**

Total Amount in Words Two Hundred Twenty-two Thousand Eight Hundred Ten 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 :

REY KEVIN L. VILLANUEVA
 (Signature over printed name of Supplier)
3/23/23
 Date

HON. ROBERT VINCENT JUDE B. JAWORSKI JR.
 (Authorized Official)
 City Vice Mayor II

Requisitioning Office/Dept. : <div style="text-align: center;"> GEORGIA LYNNE P. CLEMENTE (Authorized Official)</div>	Funds Available : <div style="text-align: center;"> JUVY A. CUENCO Chief Accountant</div>	Amount : _____ OBR No. : _____
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Place of Delivery : Central Supply Office Delivery Term : 30 Calendar Days
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
19	PACK	1,000	Photo Paper, JOJO 180GSM - Matte - A4 Size - 10's/pack - Inkjet	66.30	66,300.00
20	PIECE	100	Packaging tape, UNBRANDED - 1 inch x 25 Yards Color: Transparent	16.90	1,690.00
21	BOXES	100	Permanent marker, HBW - Black - 12's/box - Fine	140.00	14,000.00
22	PIECE	100	Certificate Holder, ADVENTURER - Letter Size 8.5 x 11 in - Red	45.00	4,500.00
23	PIECE	100	Certificate holder, UNBRANDED - Letter Size 8.5 x 11 in - Blue	45.00	4,500.00
24	ROLL	100	Double Adhesive Tape, UNBRANDED - 1 inch x 25 Yards	45.50	4,550.00

Control No. **4291**

SUBTOTAL : Php 318,350.00

Total Amount in Words *Three Hundred Eighteen Thousand Three Hundred Fifty 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 :

REY KEVIN L. VILLANUEVA
 (Signature over printed name of Supplier)
3/23/23
 Date

HON. ROBERT VINCENT JUDE B. JAWORSKI JR.
 (Authorized Official)
 City Vice Mayor II

Requisitioning Office/Dept. :

GEORGIA LYNNE P. CLEMENTE
 (Authorized Official)

Funds Available :

JUVY A. CUENCO
 Chief Accountant

Amount : _____
 OBR No. : _____



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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
25	PC.	52	Gel pen, MY GEL - 0.5 mm - Black	24.70	1,284.40
26	PACKS	50	Assorted Highlighter, EXCEL - 4's/Packs - Multi-wide lines chisel tip	70.20	3,510.00
27	PCS	10	Scissors, HBW - Heavy Duty - Metal - 25 cm (10 inches) long - With non slip rubber grip	76.70	767.00
28	BOXES	150	Pencil, HBW - No. 2 - 12's/box ***** Nothing Follows *****	46.80	7,020.00

For the office supplies of Office of the SK President for the use of SK President Office

Control No. **4291** GRAND TOTAL : **Php 330,931.40**

Total Amount in Words *Three Hundred Thirty Thousand Nine Hundred Thirty-one Pesos And 40/100 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 :

REY KEVIN L. VILLANUEVA
 (Signature over printed name of Supplier)
3/27/23
 Date

HON. ROBERT VINCENT JUDE B. JAWORSKI JR.
 (Authorized Official)
 City Vice Mayor II

Requisitioning Office/Dept. : <div style="text-align: center;"> <u>GEORGIA LYNNE P. CLEMENTE</u> (Authorized Official)</div>	Funds Available : <div style="text-align: center;"> <u>JUVY A. CUENCO</u> Chief Accountant</div>	Amount <u>₱ 330,931.40</u> OBR No. : <u>100-2023-01-</u> <u>0002-1021-12</u>
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