



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : NATIONAL PRINTING OFFICE  
 Address : EDSA corner National Printing Road, Diliman, Quezon City

P.O. No. : 23-05-0220  
 Date : 23 MAY 2023  
 Mode of Procurement: GOVERNMENT TO GOVERNMENT

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	PADS	10,000	Accountable Forms No. 51 ( carbonless ) Size - 4" x 8 1/2" Material -Imported carbonless paper (White, Pink and Green) Color - Full color Agency logo and RP seal (original copy only) Security Features: black penetrating, migrating red security for Numbering; Pre-numbered Construction: 50 sets per pad, 3 ply, stapled w/ front and back cover front- brown kraft paper back-chip board no. 120	272.00	2,720,000.00

Control No. **4433** SUBTOTAL : **Php 2,720,000.00**

**Total Amount in Words** Two Million Seven Hundred Twenty 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 :   
**ASST. DIR. ROXANNE C. IGLESIA**  
**DIRECTOR III**  
**OFFICE ORDER NO. 117-22**  
**CARLOS A. BATHAN**  
**DIRECTOR IV**

\_\_\_\_\_  
 (Signature over printed name of Supplier)  
05 - 30 - 23  
 Date

Very truly yours,

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

Requisitioning Office/Dept. :   <b>MARITA A. CALAJE</b> (Authorized Official)	Funds Available :   <b>JUVY A. CUENCO</b> Chief Accountant	Amount : <u>₱ 2,787,500.-</u> OBR No. : <u>100-2029-01-</u> <u>0007-1091</u>
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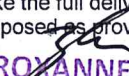
ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
2	PADS	3,500	Accountable Forms no.56 ( carbonless ) Size - 4 1/2" x 10 1/2" Material: Imported carbonless paper Color - Full color printing (original copy only) Security Features: Invisible watermarks; microtext; black penetrating, migrating red ink security; Pre-numbered Construction: 50 sets per pad, 3 ply, stapled w/ front and back cover Front-Brown kraft paper Back- chip board no.120  Purchase Order shall cover all items found in the Request For Quotation and Terms of Reference.  Purchase Order shall cover all items found in the Request for Quotation and Terms of Reference ***** Nothing Follows *****	305.00	1,067,500.00


For the use of Admin. Section for the paying period of Business Tax and Real Property Tax for the use of City Treasurer's Office

Control No. **4433** GRAND TOTAL : **Php 3,787,500.00**


**Total Amount in Words** *Three Million Seven Hundred Eighty-seven Thousand Five Hundred 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.

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**OFFICE ORDER NO. 117-22**  
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05-30-23  
 Date

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

Requisitioning Office/Dept. :  
 \_\_\_\_\_  
**MARITA A. CALAJE**  
 (Authorized Official)

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

Amount : ₱ 3,787,500.  
 OBR No. : 100-2023-01-  
0007-1091