



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 23-05-0244
 Date : 05/31/2023
 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	PCS	1,627	Steno Notebook, 80's, UNBRANDED Flip Top Note book	25.00	40,675.00
2	PCS	1,661	Ballpen, black, .5, HBW	6.50	10,796.50
3	BTL	39	Computer Ink L3110 - Black, EPSON Epson Printer, Pigment #003	325.00	12,675.00
4	BTL	39	Computer Ink L3110 - Cyan, EPSON Epson Printer, Pigment #003	338.00	13,182.00
5	BTL	39	Computer Ink L3110 - Magenta, EPSON Epson Printer, Pigment #003	338.00	13,182.00
6	BTL	39	Computer Ink L3110 - Yellow, EPSON Epson printer, Pigment #003	338.00	13,182.00
7	PACK	53	PHOTO PAPER A4 210GSM, UNBRANDED 20pcs/ pack	90.00	4,770.00
8	BOX	17	Folder, Pressboard (50pcs/ box), PX	800.00	13,600.00
9	BOX	46	Clip, Backfold 1 5/8, JOY inches (12pcs/box) binder clip	70.00	3,220.00

Control No. **4438**

SUBTOTAL :

Php 125,282.50

Total Amount in Words *One Hundred Twenty-five Thousand Two Hundred Eighty-two Pesos And 50/100 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 :

Romina C. Ferrer
ROMINA C. FERRER
 (Signature over printed name of Supplier)
6/8/23
 Date

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

Requisitioning Office/Dept. :	Funds Available :	Amount : <u>214,770.90</u> OBR No. : <u>100-2023-02</u> <u>001-7611</u>
<i>Zenaida O. Concepcion</i> ZENADA O. CONCEPCION (Authorized Official)	<i>Juvy A. Cuenco</i> JUVY A. CUENCO Chief Accountant	



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Place of Delivery : Central Supply Office Delivery Term : 7 Calendar Days
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
10	BOX	45	Clip, Backfold (Binder) 1 1/4, JOY inch (12pcs/ box) binder clip	40.00	1,800.00
11	PCS	1,522	I.D holder with Lace, JOY standard size (color blue)	20.00	30,440.00
12	PCS	1,285	Plastic Envelop Long, ADVENTURER clear	12.00	15,420.00
13	PACK	227	Specialty Paper A4, WORX (10pcs/ pack)	20.00	4,540.00
14	PACK	271	Matte Coated Paper, UNBRANDED (for documentation and record) 20pcs/ pack	65.00	17,615.00
15	REAM	9	colored paper neon colors, methapore cards, UNBRANDED A4 (80gsm 500 sheets)	300.00	2,700.00
16	PCS	31	Manila Paper, UNBRANDED Standard size	4.55	141.05
17	ROLL	8	Double Adhesive Tape, UNBRANDED 1" 50m	26.00	208.00

Control No. **4438** **SUBTOTAL :** **Php 198,146.55**

Total Amount in Words *One Hundred Ninety-eight Thousand One Hundred Forty-six Pesos And 55/100 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 :

Romina C. Ferrer
ROMINA C. FERRER
 (Signature over printed name of Supplier)
6/8/23
 Date

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

Requisitioning Office/Dept. :

Zenaida O. Concepcion
ZENAIDA O. CONCEPCION
 (Authorized Official)

Funds Available :

Juvy A. Cuenco
JUVY A. CUENCO
 Chief Accountant

Amount : ₱ 214,770.90
 OBR No. : 100-2023-02-
0011-7611



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 Date : 05/31/2023
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Gentlemen:
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Place of Delivery : Central Supply Office Delivery Term : 7 Calendar Days
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
18	PACK	5	Index Card, ASIAN 1/2 crosswise (100pcs/ pack)	43.55	217.75
19	PCS	65	plastic envelop long with holder, ADVENTURER Blue (hard plastic)	78.00	5,070.00
20	BOX	17	Pencil #2, MONGOL (12 pcs/box)	106.60	1,812.20
21	BOX	10	sticker for name tag, UNBRANDED standard size (ID type) 100pcs/ box	200.00	2,000.00
22	PACK	2	AA Battery, EVEREADY (4 pcs/ pack)	93.60	187.20
23	ROLL	46	tape, transparent 1" 25m, ARMAK	18.20	837.20
24	BOTTLE	5	computer ink 704 colored, HP HP	650.00	3,250.00
25	BOTTLE	5	computer ink 704 black, HP HP ***** Nothing Follows *****	650.00	3,250.00

Control No. **4438** **GRAND TOTAL :** **Php 214,770.90**

Total Amount in Words *Two Hundred Fourteen Thousand Seven Hundred Seventy Pesos And 90/100 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.

Conforme :

For: Romina C. Ferrer
ROMINA C. FERRER
 (Signature over printed name of Supplier)
6/8/23
 Date

Very truly yours,

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

Requisitioning Office/Dept. : <div style="text-align: center;"><i>Zenaida O. Concepcion</i> ZENaida O. CONCEPCION (Authorized Official)</div>	Funds Available : <div style="text-align: center;"><i>Juvy A. Cuenco</i> JUVY A. CUENCO Chief Accountant</div>	Amount : <u>Php 214,770.90</u> OBR No. : <u>100-2023-02</u> <u>0011-7611</u>
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