



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : RAND CHARLIE ENTERPRISES  
 Address : 2nd Floor Planbank Building Lopez Avenue Batong Ma

P.O. No. : 23-06-0305  
 Date : June 21, 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	30	Tote Bag, LOCAL BRAND size: medium (8.5x10.5inches) material: jute color: cream	280.00	8,400.00
2	PCS.	95	Notebook, HOTS Spiral, number of page: 80 leaves size: A5 (5.70X8.26inches)	38.00	3,610.00
3	PACKS	50	Special Paper for Certificate, VECO size: A4 Color: White 10 sheets per pack	45.00	2,250.00
4	PC.	30	OTG, ROBOTSKY multi connector (type c, android and IOS)	362.00	10,860.00
5	PCS	30	Flashdrive, 32GB, SANDISK 32gb	448.00	13,440.00
6	BOTTLES	95	Alcohol, ALCOSAFE disinfectant 55ml	36.00	3,420.00

Control No. **4526** SUBTOTAL : **Php 41,980.00**

**Total Amount in Words** *Forty-one Thousand Nine Hundred 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 :

RAND EDOUARD R. DE JESUS  
 (Signature over printed name of Supplier)  
6-30-23  
 Date

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

Requisitioning Office/Dept. :

HORACIO B. APUYAN JR.  
 (Authorized Official)

Funds Available :

JUVY A. CUENCO  
 Chief Accountant

Amount ₱50,380.00

OBR No. : 06-2023-05-0476-11  
100-2023-05-0032-7999



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	PCS	125	Gel pen, .5, black, DELI 0.5mm ink: black clicker Smooth, quick dry, no smudging	29.00	3,625.00
8	PIECE	15	Marker Permanent, SHARPEE ink: Black permanent	53.00	795.00
9	PCS	79	Clear Plastic Envelope, BNT DEALER material: Plastic size: 8x13inches	20.00	1,580.00
10	PCS	2	Vacuum Flask Stainless Thermos, KACHU material: aluminum size: 32oz  *Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/ Technical Specification, and Bid Bulletin/s, if any ***** Nothing Follows *****	1,200.00	2,400.00

MID-YEAR ASSESSMENT KIT for the use of Office of Senior Citizen Affairs

Control No. **4526**

**GRAND TOTAL :** **Php 50,380.00**

**Total Amount in Words** *Fifty Thousand Three Hundred 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.

Conforme :

RAND EDOUARD R. DE JESUS  
(Signature over printed name of Supplier)  
0-30-23  
Date

Very truly yours,

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

Requisitioning Office/Dept. :

HORACIO B. APUYAN JR.  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount: ₱50,380.00  
OBR No. : 106-2023-05-0431  
100-2023-05-0032-7991