



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : OVT- GRAPHIC LINE INC.  
 Address : 23 21st, Upper Plaza, West Rembo, Makati City

P.O. No. : 23-06-0338  
 Date : 29 JUNE 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 : 15 Calendar Days  
 Date of Delivery : - Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PIECES	1,200	Souvenir Program - Invitation and Graduation Program, MANUFACTURER- OVT- GRAPHIC LINE INC. 5.5 x 8.5", 4/1 Colors Cover, FC 15, Book 60lbs inside 24 pages, 1/1 print  1,200 pieces - ( Graduate )  Please see sample of the souvenir program.	24.00	28,800.00
2	PCS	2,400	Graduation Ribbon, MANUFACTURER- OVT- GRAPHIC LINE INC. 1.5 x 5.5 with 2" board holder & double- sided sticker with safety pin  1,200 pieces - ( Graduate ) 1,200 pieces - ( Parent )  Please see sample of the ribbon  * 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 *****	10.80	25,920.00

To be use for 19th commencement exercises of Pamantasan ng Lungsod ng Pasig for the use of Pamantasan ng Lungsod ng Pasig

Control No. **4578** GRAND TOTAL : **Php 54,720.00**

**Total Amount in Words** *Fifty-four Thousand Seven Hundred 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 : ORLANDO V. TAN  
 (Signature over printed name of Supplier)  
7-7-2023  
 Date

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

Requisitioning Office/Dept. :

**GLICERIO M. MANINGAS**  
 (Authorized Official)

Funds Available :

**JUVY A. CUENCO**  
 Chief Accountant

Amount : ₱ 54,720.00  
 OBR No. : 06-2023-06  
0174-3323