



# 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. : 23-07-0350  
 Date : 03 JULY 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	PCS.	1,000	Book card, MANUFACTURER OVT-GRAPHIC LINE INC. details title: Pasig City Library and Learning Resource Center book card color: green book card dimension: 5"X3.2" 100gsm (see attached sample picture)	4.40	4,400.00
2	PC	1,000	Book pocket, MANUFACTURER OVT-GRAPHIC LINE INC. book pocket color: ceam dimension: 6.3"X3.5" 250gsm	6.00	6,000.00
3	PC	1,000	Borrower's Card, MANUFACTURER OVT-GRAPHIC LINE INC. Title: Pasig City Library and Learning Resource Center borrowers card dimension: 5"X3" card color: pink 100gsm front and rear sample picture attached	4.40	4,400.00

Control No. **4583**

**SUBTOTAL :                      Php 14,800.00**

**Total Amount in Words** Fourteen Thousand Eight 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.

Very truly yours,

Conforme :

*[Signature]*  
**ORLANDO V. TAN**  
 (Signature over printed name of Supplier)  
7-17-2023  
 Date

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

Requisitioning Office/Dept. :

*[Signature]*  
**CRESNORA GERMY P. PERALTA**  
 (Authorized Official)

Funds Available :

*[Signature]*  
**JUVY A. CUENCO**  
 Chief Accountant

Amount : ₱ 20,000.00  
 OBR No. : 100-2023-02  
0603-112



# 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. : 23-07-0350  
Date : 03 JULY 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
4	PC	2,000	Catalog Card, MANUFACTURER OVT-GRAPHIC LINE INC. dimension: 5"x3" 120gsm card stock color: white  * 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 *****	2.60	5,200.00

For the use of the Pasig City Library and Learning Resource Center for the use of Pasig City Library

Control No. **4583** GRAND TOTAL : **Php 20,000.00**

Total Amount in Words 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 :   
ORLANDO V. TAN  
(Signature over printed name of Supplier)  
7-17-2023  
Date

Very truly yours,  
  
VICTOR M. REGIS N. SOTTO  
(Authorized Official)  
City Mayor

Requisitioning Office/Dept. :  
  
CRESNORA GERMY P. PERALTA  
(Authorized Official)

Funds Available :  
  
JUVY A. CUENCO  
Chief Accountant

Amount : ₱ 20,000.00  
OBR No. : 100-2023-02  
0003-1122