



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : PHILIPPINE POSTAL CORPORATION P.O. No. : 23-07-0357
 Address : Caruncho Ave. Brgy Malinao 1600 Pasig City Date : 07/04/2023
 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 : 45 Calendar Days
 Date of Delivery : _____ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS.	1,300	Postal stamps REQUIREMENTS: Postage Provisions: For Mailing Official Communications Within Metro Manila: * Postage Stamps	45.00	58,500.00
2	PCS	1,300	Return Cards	17.00	22,100.00
3	PCS	2,060	Add-ons	5.00	10,300.00

***** Nothing Follows *****

Purchase Order shall cover all the items found in the Request For Quotation, Terms of Reference/ Technical Specification, and Bid Bulletin/s if any

Procurement of Postage Mailing Provisions for the Use of Records Management and Archives Division for the use of General Services Office

Control No. 4594 GRAND TOTAL : Php 90,900.00

Total Amount in Words Ninety Thousand Nine 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,

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

Conforme : *[Signature]*
MARY G. MONTILLA
 (Signature over printed name of Supplier)
7/21/2023
 Date

Requisitioning Office/Dept. : RUTH F. ROMANO (Authorized Official)	Funds Available : <i>[Signature]</i> JUVY A. CUENCO Chief Accountant	Amount : <u>₱ 90,900.00</u> OBR No. : <u>106-2023-05</u> <u>0242-1061</u>
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Procurement of Postage Mailing Provisions for the Use of Records Management and Archives Division for the use of General Services Office					

Control No. **4594** GRAND TOTAL : **Php 90,900.00**

Total Amount in Words Ninety Thousand Nine Hundred Pesos Only.

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Very truly yours,

Conforme :

MARY G. MONTILLA

(Signature over printed name of Supplier)

7/21/2023

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

RUTH F. ROMANO
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 90,900.00

OBR No. : 106-2023-05
0742-1064