



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **BEAU ESSENCE HEALTH AND BEAUTY INC.**
 Address : Blk. 7A Lot 7, Mahogany Promenade Village, Brgy. Pulo, City of Cabuyao, Laguna

P.O. No. : 23-10-0665
 Date : OCT 04 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 : 30 Calendar Days
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
LOT I -FOR INVITATION OF CERTIFICATION DAY					
1	reams	13	Bond Paper, HARD COPY Short 70gsm	348.00	4,524.00
2	packs	80	Special paper, SPECIAL PAPER VELLUM 8.5x11 (short) (100pcs/per pack) Plain White, 200gsm	350.00	28,000.00
3	set	35	L3110 Ink Set Black, Yellow, Magenta, Cyan, EPSON	1,000.00	35,000.00
				Sub Total :	67,524.00
LOT II -FOR DECORATION OF CERTIFICATION DAY					
4	boxes	20	notarial seals (globe) 400's per box no.24, SEAL	400.00	8,000.00
5	sheet	10	cartolina (white), JOY 180gsm	20.00	200.00
6	rolls	170	Ribbon Leis for VIP's, LEIS Ethnic design ribbon with flower medalion 36" x 3" with 5" medalion Corsage Gold and Beige Ribbon 1" Flower cymbidium	75.00	12,750.00
				Sub Total :	20,950.00
***** <i>Nothing Follows</i> *****					
<p>For completers of varoius tchnical vocational and other training program of PCIST/BCLP/LIVELIHOOD for the use of Pasig City Institute of Science and Technology</p>					


Control No. 4891 **GRAND TOTAL : Php 88,474.00**

Total Amount in Words Eighty-eight Thousand Four Hundred Seventy-four 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 :


CONCEPCION P. VERZABAL
 (Signature over printed name of Supplier)
10/03/2023
 Date


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

Requisitioning Office/Dept. : Procurement
ERNIE AL O. EDRALIN
 (Authorized Official)

Funds Available : 
JUVY A. CUENCO
 Chief Accountant

Amount : P 88,474.00
 OBR No. : 100-2023-07
0062-3324-E