



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : MNJ TRADING

P.O. No. : 23-10-0732

Address : Unit 203 Fiori Bldg., Capri Oasis, Dr. Sixto Antonio Ave., Brgy. Maybunga, Pasig City

Date : 10/23/2023

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 but not to exceed 31 December 2023

Date of Delivery : -

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
13	PCS	150	Manila Paper, 36x48", SOBROS 48gsm 36inches x 48 inches *Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/Technical Specification, and Bid Bulletin/s, if any.	5.00	750.00
***** Nothing Follows *****					

FOR PUSO OFFICE USE for the use of Pasig Urban Settlements Office

Control No. 4981

GRAND TOTAL : Php 521,975.00

Total Amount in Words Five Hundred Twenty-one Thousand Nine Hundred Seventy-five 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 :

For: Romina C. Ferrer Villaverde
ROMINA C. FERRER
(Signature over printed name of Supplier)
10/26/23
Date

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

Requisitioning Office/Dept. :

R. B. Reyes
RICARDO B. REYES
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 521,975.-
OBR No. : TRUST FUND



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	PACK	150	filler notebook,, DYNAMIC 16 leaves size 5"X7" 60gsm 5pcs/pack	49.50	7,425.00
8	PCS	300	Ballpen-Black, TIMCO Black ballpoint retractable	6.00	1,800.00
9	PCS	300	pencil-, MONGOL #2 material wood with eraser	9.50	2,850.00
10	PACKS	150	Parchment Paper, STARPARCH A4 size 10 sheets/pack 180gsm color:cream	35.10	5,265.00
11	PCS	50	Permanent Marker, EXCEL Black Bullet Tip Line width 1.9mm	11.70	585.00
12	PCS	150	Cartolina assorted colors, MICA 80gsm 22.5 inches x 28.5 inches assorted colors	7.00	1,050.00

Control No. **4981**

SUBTOTAL : Php 521,225.00

Total Amount in Words Five Hundred Twenty-one Thousand Two Hundred Twenty-five 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 :

Romina C. Ferrer
ROMINA C. FERRER

(Signature over printed name of Supplier)

10/26/23
Date

VICTOR MA REGIS N. SOTTO
(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

Ricardo B. Reyes
RICARDO B. REYES
(Authorized Official)

Funds Available :

Juvy A. Quenco
JUVY A. QUENCO
Chief Accountant

Amount : ₱ 521,975 -

OBR No. : TRUST FUND



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	REAM	700	Bond Paper, HARD COPY Long 8.5x13 500pcs/ream 80gsm multi-purpose	310.00	217,000.00
2	REAM	700	Bond Paper, HARD COPY A4 size 8.25x11.75 80gsm 500pcs/ream Multi-purpose	255.00	178,500.00
3	PCS	15	Cork Board, TIMCO (2ft x 3ft) with aluminum frame wall mounted	950.00	14,250.00
4	PCS	11	Wall cork board with aluminum frame, TIMCO 4ft x 4ft wall mounted with aluminum frame	2,500.00	27,500.00
5	PCS.	11	White board 4x8, TIMCO with aluminum frame & without stand wall mounted 4ft x 8ft	5,500.00	60,500.00
6	PCS	300	Clear Plastic Envelope, JOY gauge 4 Large 39cm L X 26.5cm W snap botton	15.00	4,500.00

Control No. **4981**

SUBTOTAL : Php 502,250.00

Total Amount in Words Five Hundred Two Thousand Two Hundred Fifty 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 :

ROMINA C. FERRER

(Signature over printed name of Supplier)

10/26/23
Date

VICTOR MA REGIS N. SOTTO
(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

RICARDO B. REYES
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 521,975

OBR No. : TRUST FUND