



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : OVT- GRAPHIC LINE INC.

Address : No. 23 Mabini St., Upper Plaza, West Rembo, Makati City

P.O. No. : 23-11-0791

Date : 15 November 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

But not to exceed

31 December 2023

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	REAM	25	Diploma paper-, OVT-GRAPHIC LINE INC. Translucent 140 GSM One side gold stamping (500 pcs. per ream) 8.5"x12"	3,999.00	99,975.00
2	REAM	10	Honorable Dismissal Form, OVT-GRAPHIC LINE INC. Bristol 74 lbs. (Yellow) One side full color print (500 pcs. Per ream) 8.5" x 13"	2,410.00	24,100.00
3	REAM	55	Transcript of Records (Security Paper), OVT-GRAPHIC LINE INC. 80 GSM, One side two colors with gold stamping (500 pcs. per ream) 8.5" x 13" Please see attached form samples. *Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/Technical Specification, and Bid Bulletin/s, if any*	2,288.00	125,840.00
***** Nothing Follows *****					

For printing of University Registrar's Form for the use of Pamantasan ng Lungsod ng Pasig

Control No. **4999**

GRAND TOTAL :

Php 249,915.00

Total Amount in Words Two Hundred Forty-nine Thousand Nine Hundred Fifteen 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 :

ARLENE T. BESMONTE

(Signature over printed name of Supplier)

11-20-2023
Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor