



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING
 Address : 514-C Natividad St. Zone 8 Brgy. 063, District 2, Pasig City

P.O. No. : 23-11-0873
 Date : 29 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 but not to exceed 31 December 2023
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	1,000	Training Kits Notebook (2 pcs per kit) - Paper Organizer Type: Binders - Color: Blue - Size: 6.5" x 8.5" - No. of Leaves" 20 leaves Brand: FOCUS BOTEBOOK FILLER Ball Pen (1 pc per kit) - Type: With Grip - Ball Pen Point: Fine, 0.7 mm - Color: Black Brand: PILOT BALLPEN SUPERGRIP FINE Flash Drive (1 pc per kit) - Type: 2.0 USB Flash Drive - Storage Capacity: 16 GB - Read Speed 10 mb/s - Write Speed 5 mb/s Brand: SANDISK CRUZER BLADE CZ50 Tote Bag (1 pc per kit) - Standard Size: 12x14 inches with base - Variation: With zipper - Material: Katsa Flat Bag - Print: Sublimation Print - Print Size: A4 Maximum Size - With Logo of Pasig City Brand: ALX CANVASS *Purchase Order shall cover all the items found in the Request For the use of Solid Waste Management Office (S.W.M.O) for the use of Solid Waste Management Office	397.00	397,000.00


Control No. **5090** GRAND TOTAL : **Php 397,000.00**

Total Amount in Words Three Hundred Ninety-seven 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.


Very truly yours,

Conforme :



ROBERT A. GUILLERMO
(Signature over printed name of Supplier)
12/11/23
 Date

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

Requisitioning Office/Dept. :


ALLENDRI B. ANGELES
(Authorized Official)

Funds Available :


JUVY A. CUENCOC
 Chief Accountant

Amount : ₱ 397,000.00
 OBR No. : 100-2023-07
0670-9731-1



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			for Quotation, Terms of Reference/Technical Specification, and Bid Bulletin/s, if any*		
			***** Nothing Follows *****		
For the use of Solid Waste Management Office (S.W.M.O) for the use of Solid Waste Management Office					


Control No. **5090** GRAND TOTAL : **Php 397,000.00**

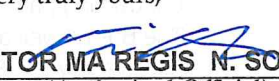
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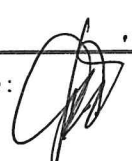
Conforme :


ROBERT A. GUILLERMO
(Signature over printed Name of Supplier)
12/4/23
 Date


VICTOR MA REGIS N. SOTTO
(Authorized Official)
 City Mayor 8

Requisitioning Office/Dept. :

ALLENDRI B. ANGELES
(Authorized Official)

Funds Available :

JUVY A. CUENCO
 Chief Accountant

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