



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 23-12-0945  
 Date : 12/18/2023  
 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 : Please refer to the TOR      Delivery Term : Please refer to the TOR  
 Date of Delivery : \_\_\_\_\_      Payment Term : within 45 days upon completion of delivery


ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	KIT	1,000	<p><b>HYGIENE KITS</b>            Specifications:</p> <p>Contents of each kit:            1. Anti-bacterial Soap - SAFEGUARD            2. Sanitary Napkin - SISTER'S            3. Toothbrush - COLGATE            4. Comb - SPRINGMAID            5. Tissue - KLEENEX            6. Toothpaste - COLGATE            7. Skin Lotion Packets - SILKA            8. Wipes - TENDER LOVE            9. Alcohol - GREEN CROSS            10. Facemask - 5D            11. Sanitary Disposal Bag - MY EVERYDAY            12. Cologne - JUICY            13. Nail Cutters - ISHA            14. Mouthwash - COLGATE PLAX            15. Shampoo - SUNSILK</p> <p>With CUSTOMIZED TOTE BAG that can fit all the items included in the Hygiene kit. - HLB ONLINE STORE</p> <p>Please see "Annex A" for logo and tote bag sample (attached with the TOR)</p> <p>Please see attached TOR for further details and requirements.</p> <p>*Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/Technical Specification, and Bid Bulletin/s, if any.</p> <p style="text-align: center;">***** Nothing Follows *****</p> <p>For the distribution of hygiene kits to women affected by natural calamities and manmade disasters for the use of City Mayor's Office</p>	833.70	833,700.00

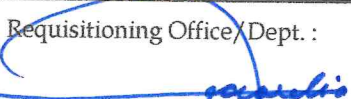
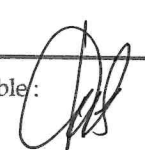
Control No. **4983** GRAND TOTAL : **Php 833,700.00**

Total Amount in Words Eight Hundred Thirty-three Thousand Seven 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.

Conforme :   
ROMINA C. FERRER  
 (Signature over printed name of supplier)  
12/20/23  
 Date

Very truly yours,  
  
VICTOR MA REGIS N. SOTTO  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. :  <b>ERNIE AL O. EDRALIN</b> (Authorized Official)	Funds Available :  <b>JUVY A. CUENCO</b> Chief Accountant	Amount : <u>₱ 833,700.00</u> OBR No. : <u>100-2023-08</u> <u>1151-101</u>
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