



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : MNJ TRADING  
Address : Dr. Sixto Antonio Ave., Pasig City Metro Manila

P.O. No. : 24-02-1043  
Date : 02/07/2024  
Mode of Procurement: PUBLIC BIDDING

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : (OGS) Warehouse Sto. Tomas Pasig City  
Date of Delivery : \_\_\_\_\_

Delivery Term : 10 Calendar Days  
Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	30,000	<p>Clear Plastic Envelope, SMITH expanding clear plastic envelope with button</p> <p>Specifications</p> <p>Size : Legal Color : Clear Thickness : 0.50mm Material : polypropylene plastic</p> <p>- All items shall be delivered at the Office of the General Services (OGS) Warehouse, Sto. Tomas Pasig City. - The defective items found during inspection shall be replaced within fifteen (15) days upon receipt of the notice/advise from Business Permit and Licensing Department (BPLD).</p> <p>***** Nothing Follows *****</p>	18.00	540,000.00

for the use of BPLO

Control No. 3341

GRAND TOTAL : Pnp 540,000.00

Total Amount in Words Five Hundred Forty 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.

Conforme :

REY KEVIN VILLANUEVA  
(Signature over printed name of Supplier)  
2/22/24  
Date

Very truly yours,

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

Requisitioning Office/Dept. :

CAESAR F. MENDOZA  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount : 540,000.00  
OBR No. : 100-2024-02-0012-1015