



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : OMEL ENTERPRISES INC.  
Address : 2M. Tanangco St., Buting, Pasig City

P.O. No. : 24-03-1121  
Date : 03/21/2024  
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 upon the receipt of Notice to Proceed  
Date of Delivery : \_\_\_\_\_ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	6,000	Ballpen, DIGNO BALL POINT BLACK INK RETRACTABLE	5.83	34,980.00
2	PCS	6,000	filler notebook,,, FOCUS 16 LEAVES 5'X7' 60GSM	12.50	75,000.00
3	PCS	6,000	Clear Plastic Envelope, JOY LONG GAUGE 4 39cm L X 26.5cm W SNAP BUTTON	10.00	60,000.00

\* Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/ Technical Specifications and Bid Bulletin/s if any.

\*\*\*\*\* Nothing Follows \*\*\*\*\*

FOR PUSO GAD TRAININGS AND SEMINARS for the use of Pasig Urban Settlements Office

Control No. **5410** GRAND TOTAL : **Php 169,980.00**

Total Amount in Words One Hundred Sixty-nine Thousand Nine Hundred Eighty 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 :   
OLIVER B. ROMERO  
(Signature over printed name of Supplier)  
4/1/24  
Date

Very truly yours,  
  
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 : 169,980.00  
OBR No. : 100-2024-02-0006-  
1011