

**PURCHASE ORDER**

|   |  |
|---|--|
| Supplier: <b>MANUEL STATIONERY</b>  | P.O. # <b>022-12-222</b>               |
| Address: 621 Norberto Ty St., Brgy. 288,<br>Binondo, Manila                                 | Date: December 29, 2022                |
| TIN: 134-799-904-001  | Mode of Procurement:<br>Shopping 52.1b |
| Account No.: 101-488661-7   |  |
| Telephone: 8241-0777 / 8242-4846  | Bank: China Bank                       |
| Email: <a href="mailto:info.manuelstationery@gmail.com">info.manuelstationery@gmail.com</a> |  |


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


|   |   |
|---|---|
| Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b> | Delivery Term: w/in 30 days upon receipt of PO                                  |
| Date of Delivery:   | Payment Term: w/in 30 days upon final inspection & acceptance<br>(Bank to bank) |

| Stock No. | Unit  | Description   | Quantity | Unit Cost | Amount         |
|-----------|-------|---|----------|-----------|----------------|
| 1         | boxes | <b>Procurement of Common-Used Office Supplies:</b><br><b>PRESTIGE DOCUMENT FILE BOX</b><br>with Cover and Handle; Heavy Duty<br>Estimated Size (W x H x L):<br>Inside Dimension - 12.25in x 10in x 15.25in<br>Outside Dimension - 13in x 10.5in x 15.5 in<br>Binded Double Wall | 1550     | Php 79.50 | Php 123,225.00 |

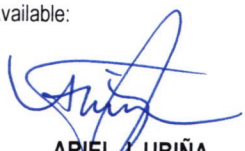

Total Amount in Words: **One Hundred Twenty Three Thousand Two Hundred Twenty Five Pesos Only** **Php 123,225.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:   
 (Signature over printed name)  
 1/27/23  
 (Date)

Very truly yours,  
  
**JESSICA L. CASTRO**  
 CAO, Administrative Division

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

|  |                                     |   |
|--|-------------------------------------|---|
| Funds Available:   | ALOBS: <u>02-101101-2022-12-779</u> | This is to certify that this procurement was posted at PhilGEPS in compliance with RA 9184  |
| <br><b>ARIEL J. UBIÑA</b><br>Chief Accountant | Amount: <u>₱ 123,225.00</u>         |   |
|  |                                     | <br><b>ISRAEL C. DALLUAY</b><br>Administrative Assistant I |