

PURCHASE ORDER

RECEIVED
 JUL 11 2024
 BY: [Signature] 3:20

Supplier: **SML PRINTING SERVICES**
 For the Account of **MICHELLE ANNE M. DE JESUS**
 Address: 2770 Bruger St. Putatan, Muntinlupa City
 TIN: 500-326-409-00000
 Account No.: 006490-5153-41 Bank: BDO - Putatan Muntinlupa Branch
 Telephone: 8682-6187 Email: inquiry@smlprintingservices.com

P.O. # **024-07-104**
 Date: July 10, 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: **OSG Makati Office**
 Date of Delivery: **On or before July 12, 2024**

Delivery Term: On or before July 12, 2024
 Payment Term: w/in 30 days upon final acceptance
Bank to Bank

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	PROCUREMENT OF NEW EMPLOYEE ORIENTATION KIT Quantity: 85 sets Date of Delivery: On or before July 12, 2024 Each set must contain the following items: 1. CUSTOMIZED NOTEBOOK Size: A5; 80 Leaves, 160 pages (Back to back), 8.25" x 5.6" (H x W) Materials: Moleskin rubber, Pages, Ivory Colored Paper Features: With Diary Strap, String Lock, Bookmark Ribbon Customized Print/Design: Direct to Film (DTF); Full Color (1) OSG NEO Logo 2.4" x 2.4" General Specification: Material is of high quality and print must be intricate and readable 2. CUSTOMIZED CERAMIC MUG Size: At least 325ml; Height: 3.7" Material: Ceramic Features: Microwaveable and dishwasher safe Customized Print/Design: Sublimation; Full Color (1) OSG NEO Logo 2.4" x 2.4" General Specifications: Material is of high quality and print must be intricate and readable 3. CUSTOMIZED BALLPOINT PEN Size: Height: 6" Ballpoint Customized Print/Design: UV Print; Full Color (1) OSG NEO Logo General Specifications: All Materials must be of high quality and not easily damaged. Print must be intricate and readable. 4. CUSTOMIZED TOTE BAG Size: 14.25" x 12" (H x W) Textile: White Canvas with Nonwoven edging (high quality) Customized Print/Design: Sublimation; Full Color (1) OSG NEO Logo 6.75" x 6.75" General Specifications: All Materials must be of high quality and not easily damaged. Print must be intricate and readable. 5. CUSTOMIZED CUBE STICKY NOTES (BLACK) Size 3.5cm x 3.5cm Materials: Foldable Type with 500 Sticky Notes, etc. Customized Print/Design: DTF; Full Color (1) OSG NEO Logo 2.4" x 2.4" General Specifications: Included sticky notes must be adhesive upon usage of the end-user. Print must be intricate and readable. Note: Supplier is allowed to deviate up to 20% from the stated estimated sizes of prints provided that it will be accepted by the end-users. Supplier will only be given two weeks after inspection for any returned item for repair or replacement	1	Php 42,500.00	Php 42,500.00

OFFICE OF THE SOLICITOR GENERAL
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BUDGET DIVISION

Total Amount in Words: **Forty Two Thousand Five Hundred Pesos Only** Php **42,500.00**

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: MICHELLE ANNE M. DE JESUS
 (Signature over printed name)
JUL 12 2024
 (Date)

Very truly yours,
JESSICA L. CASTRO
 CAO, Administrative Division
EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 02-101101-2024-07-421
 Amount: ₱ 42,500.00
ARIEL J. UBINA
 Chief Accountant