

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
 16 OCT 2025
 BUDGET DIVISION
 By: JA 3.05

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
 16 OCT 2025
 FINANCIAL MANAGEMENT SERVICE
 By: 7-44

PURCHASE ORDER

Supplier: **WORK HABITS TRADING**
 Address: Blk 1 Lot 5B Dandelion St., Phase VI, Area 8, Greenwoods, San Andres, Cainta, Rizal
 TIN: 204-254-691-00000
 Account No.: 1461-1182-55 Branch: LBP - Katipunan Branch
 Telephone: 8642-3716 / 0920-9318739 email: workhabitstrading@gmail.com

P.O. # **025-10-135**
 Date: October 14, 2025
 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: **OFFICE OF THE SOLICITOR GENERAL**
 Date of Delivery:

Delivery Term: within 30 days upon receipt of P.O.
 Payment Term: within 30 days upon issuance of Inspection and Acceptance Report (Bank to bank)

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	set	PROCUREMENT OF COMMON-USE SUPPLIES: CUSTOMIZED ID LACES WITH CARD HOLDERS CUSTOMIZED ID LACES FOR LEGAL INTERNS <ul style="list-style-type: none"> Color: Light Blue Width: 0.5 inch Inclusions: ID Laces with Card Holder Card Holder Features: Must fit at least two cards Print: Sublimation <ul style="list-style-type: none"> Text Around: Office of the Solicitor General Center: New OSG Logo (Colored) 	41	Php 60.00	Php 2,460.00
2	set	CUSTOMIZED ID LACES FOR ADMINISTRATIVE STAFF <ul style="list-style-type: none"> Color: Green Width: 0.5 inch Inclusions: ID Laces with Card Holder Card Holder Features: Must fit at least two cards Print: Sublimation <ul style="list-style-type: none"> Text Around: Office of the Solicitor General Center: New OSG Logo (Colored) 	123	60.00	7,380.00
3	set	CUSTOMIZED ID LACES FOR OJT AND VISITORS <ul style="list-style-type: none"> Color: Yellow Width: 0.5 inch Inclusions: ID Laces with Card Holder Card Holder Features: Must fit at least two cards Print: Sublimation <ul style="list-style-type: none"> Text Around: Office of the Solicitor General Center: New OSG Logo (Colored) <p><i>Note: The supplier will be allowed to deviate from the technical specifications, provided that such deviations are equal to or greater than those stipulated and are subject to end-user approval.</i></p> <p><i>The following documents shall be deemed to form and construed as part of this contract:</i></p> <ul style="list-style-type: none"> > RFQ > Quotation > Other documents that may be required by law 	92	60.00	5,520.00

Total Amount in Words: **Fifteen Thousand Three Hundred Sixty Pesos Only** Php 15,360.00

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: Theresa Ann P. Araneta
 (Signature over printed name)
October 16, 2025
 (Date)

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

Funds Available: [Signature]
 ALOBS: 02-101101-2025-10-597
 Amount: ₱ 15,360.00
ARIEL J. UBINA
 Chief Accountant