

23 JAN 2026
 FINANCIAL MANAGEMENT SERVICE
 YC/LE 2-16

PURCHASE ORDER

Supplier: **ADVANCE PAPER CORPORATION**
 Address: 47 RODRIGUEZ DRIVE, JORDAN VALLEY VILLAGE, BAESA, CALOOCAN CITY
 TIN: 000-296-297-000
 Account No.: 196-7-19651334-1 Bank: Metropolitan Bank & Trust Company Edsa
 Congressional Branch
 Telephone: 09475078357/ 8330-5555 Email: paul_decastro@advancepaper.com.ph

P.O. # **026-01-006**
 Date: January 21, 2026
 Mode of Procurement: Public Bidding

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: Initial Delivery of 2,000 reams long and 200 reams A4 copy paper within fifteen (15) days from receipt of the Notice to Proceed (NTP). The balance shall be delivered within five (5) days upon request of the OSG, until the total quantity ordered is fully delivered.
Payment Term: Per billing w/in 30 days upon issuance of Inspection and Acceptance Report (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") Copy Paper for CY 2026 Copy Paper with Office of the Solicitor General (OSG) logo printed at the back Technical Specifications: Weight: 70 GSM Size: 8.5" x 13" long and 8.3" x 11.7" A4 Thickness, mm: 0.08mm Stiffness, MD, μ N.m: 250 Dirt Count, mm ² /m ² : NA Deliveries: Copy Paper to be supplied and delivered is of the same quality as to the grammage, kind, form, substance, and other specifications provided during the opening of bid conference and post -qualification process. Quantity: Long - 8.5" x 13" A4 - 8.3" x 11.7" The following documents shall be deemed to form & construed as part of this agreement: Contract Agreement Philippine Bidding Documents - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract - Supplemental Bid Bulletin Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents may be required by laws			
	reams	Long - 8.5" x 13"	21,200	Php 165.00	Php 3,498,000.00
	reams	A4 - 8.3" x 11.7"	1,000	147.00	147,000.00

Total Amount in Words: **Three Million Six Hundred Forty Five Thousand Pesos Only** Php 3,645,000.00


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

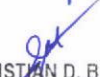
Conforme: 
 (Signature over printed name)
 1-21-26
 (Date)

Very truly yours,

JESSICAL CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ALOBS: 02-101101-2026-01-030
 Amount: ₱ 3,645,000.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009

CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division