

**PURCHASE ORDER**

Supplier: <b>ZENITH PREMIER ENTERPRISE INC.</b>	P.O. # <b>026-04-043</b>
Address: Unit E, 2nd Floor, Rolfem Bldg., 4680 Old Sta. Mesa St. corner Bagong Panahon St., Sta. Mesa, Manila	Date: April 14, 2026
TIN: 010-574-606-000	Mode of Procurement: Small Value Procurement
Account No.: 0681-0807-59	Bank: LBP - G. Araneta Branch
Telephone: (02) 7339 11280	Email: zenithpremierenterprise@gmail.com

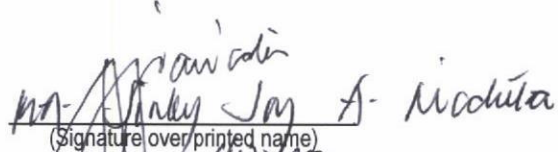
Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

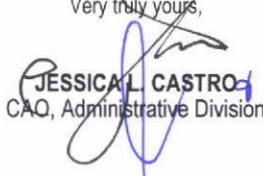
Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: within thirty 30 days upon receipt of P.O.
Date of Delivery:	Payment Term: within 30 days upon issuance Inspection and Acceptance Report (Bank to bank)

Stock No.	Unit	Description	Qty	Unit Cost	Amount																																																																													
1	lot	<b>SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF BLACKOUT ROLLER BLINDS AT THE CONVERGYS ONE BUILDING</b>  <b>Location:</b> 8th Floor, Secretariat Office, Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village,  <b>SCOPE OF WORK:</b> a. Supply and delivery of materials for the installation of new blackout blinds. b. Installation of new blackout roller blinds with the following estimated measurements:  <table border="1"> <thead> <tr> <th>Item No.</th> <th>Area/Room</th> <th>Height (inches)</th> <th>Width (inches)</th> <th>Square Feet</th> </tr> </thead> <tbody> <tr><td>1</td><td rowspan="3">Filing Room</td><td>71.00</td><td>39.25</td><td>19.35</td></tr> <tr><td>2</td><td>71.00</td><td>61.00</td><td>30.08</td></tr> <tr><td>3</td><td>71.00</td><td>64.50</td><td>31.80</td></tr> <tr><td>4</td><td rowspan="3">Pantry</td><td>71.00</td><td>64.50</td><td>31.80</td></tr> <tr><td>5</td><td>71.00</td><td>64.50</td><td>31.80</td></tr> <tr><td>6</td><td>71.00</td><td>35.25</td><td>17.38</td></tr> <tr><td>7</td><td rowspan="2">SolGen's Office</td><td>71.00</td><td>67.00</td><td>33.03</td></tr> <tr><td>8</td><td>71.00</td><td>35.25</td><td>17.38</td></tr> <tr><td>9</td><td rowspan="8">Conference Room</td><td>107.50</td><td>69.75</td><td>52.07</td></tr> <tr><td>10</td><td>107.50</td><td>69.75</td><td>52.07</td></tr> <tr><td>11</td><td>107.50</td><td>69.75</td><td>52.07</td></tr> <tr><td>12</td><td>107.50</td><td>71.25</td><td>53.19</td></tr> <tr><td>13</td><td>107.50</td><td>70.00</td><td>52.26</td></tr> <tr><td>14</td><td>107.50</td><td>70.00</td><td>52.26</td></tr> <tr><td>15</td><td>107.50</td><td>70.25</td><td>52.44</td></tr> <tr><td>16</td><td>107.50</td><td>70.25</td><td>52.44</td></tr> <tr><td>17</td><td>107.50</td><td>69.25</td><td>51.70</td></tr> </tbody> </table> c. Cleaning and hauling of debris after installation.  <b>Note:</b> The stated sizes may deviate by up to 10% only. The supplier must warrant that any defective item discovered upon usage by the end-user shall be replaced free of charge and at no additional cost.  Any and all deviations from the approved specifications must be properly listed and explained in detail in a revised proposal, subject to the approval of the end-user.  The following documents shall be deemed to form and construed as part of this contract: > RFQ > Quotation > Other documents that may be required by law	Item No.	Area/Room	Height (inches)	Width (inches)	Square Feet	1	Filing Room	71.00	39.25	19.35	2	71.00	61.00	30.08	3	71.00	64.50	31.80	4	Pantry	71.00	64.50	31.80	5	71.00	64.50	31.80	6	71.00	35.25	17.38	7	SolGen's Office	71.00	67.00	33.03	8	71.00	35.25	17.38	9	Conference Room	107.50	69.75	52.07	10	107.50	69.75	52.07	11	107.50	69.75	52.07	12	107.50	71.25	53.19	13	107.50	70.00	52.26	14	107.50	70.00	52.26	15	107.50	70.25	52.44	16	107.50	70.25	52.44	17	107.50	69.25	51.70	1	Php 61,480.00	Php 61,480.00
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Total Amount in Words: **Sixty One Thousand Four Hundred Eighty Pesos Only** Php 61,480.00


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)  
 (Date) 4/20/2024

Very truly yours,  
  
**JESSICAL CASTRO**  
 CAQ, Administrative Division

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

Funds Available:	ALOBS: 02-101101-2026-04-170	This is to certify that this procurement was posted at Philgeps in compliance with RA 12009.
 <b>ARIEL J. UBINA</b> Chief Accountant	Amount: ₱ 61,480.00	

  
**CHRISTIAN D. BUAT**  
ADAS I