

1/11/2024
5:39



REPUBLIC OF THE PHILIPPINES
Senate

RECEIVED

JAN 11 2024

By: km Time: 5:00pm
Administrative Management Bureau

MEMORANDUM

FOR : DIR. MARIO ANTONIO R. SULIT
DIR III, EDP-MIS (Systems Group)

THROUGH : DIR. JOCELYN A. YUZON *Joyce Yuzon*
Bureau Director, Administrative Management Bureau

FROM : PROPERTY & PROCUREMENT SERVICE

SUBJECT : REQUEST TO POST APPROVED PURCHASE / JOB ORDERS
ON THE SENATE WEBSITE

DATE : 11 JANUARY 2024

In compliance with Republic Act No. 9184 or the Government Procurement Reform Act, we are respectfully requesting your good office to post the following approved Purchase / Job Orders to the Senate website with the details below:

NO.	NAME OF SUPPLIER	PURCHASE/JOB ORDER	NUMBER	AMOUNT
1	AP PARAGON ENTERPRISE OPC	PO	23-12-396	8,576.00

Thank you.

Norma G. Domaol-Gulfan
ATTY. NORMA G. DOMAOAL-GULFAN
Service Chief

rmcuhanan
/rmcuhanan

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

Supplier :	AP PARAGON ENTERPRISE OPC	P.O. No. :	PO-23-12-396
Address :	Rm. 206 2nd Floor CONEX Bldg., Rizal St. Zone 1, Katipunan, Villanueva, Misamis Oriental 9002	Date :	19-December-2023
Tel No. :	0995-350-4544 /	Mode of Procurement:	SHOPPING
TIN :	621-049-076-00000	Reference P.R. No. :	PR-23-09-816 STSRO
		AB No. :	AB-23-11-096

Attention : JAYDEN SALDUA
Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

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

Place of Delivery :	Rm. 401 Property and Procurement Service SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY	Delivery Term :	15 days
Date of Delivery :		Payment Term :	Government Terms
		Warranty :	One (1) year

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	UNIT	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 Specifications per PR: WARRANTY: ONE (1) YEAR Offer: TOSHIBA 1TB USB 3.0 ----- Nothing Follows -----	4	2,144.00	8,576.00

RECEIVED
JAN 11 2024
By: [Signature] Time: 11:11 AM
Administrative Management Bureau

RECEIVED
By: RACA Time: 3:15 PM
Property and Procurement Service

LEGISLATIVE ACCOUNTING SERVICE
JAN 10 2024
TIME 11:15 PM

200-2023-12-10593 P8,576.00
12/19/23

Page 1 of 1 **Grand Total: P8,576.00**

(Total amount in words) Eight Thousand Five Hundred Seventy-Six Pesos Only

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 on the undelivered item/s.

Conforme: _____ Very truly yours: [Signature]
Signature over Printed Name of Supplier **EXEC. DIR. RENATO B. CHUA**
EXECUTIVE DIRECTOR, ADMINISTRATIVE AND FINANCIAL SERVICES

Fund Cluster: _____ ORS/BURS No. : _____
Funds Available: _____ Date of the ORS/BURS: _____
JUDITH C. JEBULAN Amount : _____
Director III, Legislative Accounting Service
Signature over Printer Name of Chief Accountant

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-23-11-096) OPENED ON 11/28/2023 AND PER BAC ADVISORY RE AWARD DTD 11/28/2023

errazon [Signature]
12/19/2023 / 9:30:58AM