



PURCHASE ORDER
SENATE OF THE PHILIPPINES
 Entity Name

| | | | |
|------------|---|----------------------|----------------------|
| Supplier : | UK OFFICE, INC. | P.O. No. : | PO-22-04-039 |
| Address : | 558 PLAZA LORENZO RUIZ, BINONDO, MANILA METRO MANILA | Date : | 25-April-2022 |
| Tel No. : | 241-5832 / 241-7372 / 242-5082 / 244 3103 | Mode of Procurement: | SHOPPING |
| TIN : | 200-671-947-000 | Reference P.R. No. : | PR-22-03-138 LCMS |
| | | AB No. : | AB-22-03-014 |

Attention : Blesilda Encila
 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 : | 7 days |
| Date of Delivery : | | Payment Term : | Government Terms |
| | | Warranty : | --- |

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|--|----------|-----------|----------|
| 1 | BOX | ENVELOPE, PAY, kraft, 75gsm, 500 pieces per box Offer: ----- Nothing Follows ----- | 25 | 180.00 | 4,500.00 |

Legislative Accounting Svc.
RECEIVED
 By: WA
 Date: APR 25 2022
 Time: 1:45 PM

RECEIVED BY: [Signature]
 Property and Procurement Service
 Date/Time: 4/26/22

200-2022-04-2349 P 4,500.00
 4/26/22

Page 1 of 1 **Grand Total:** **P4,500.00**

(Total amount in words) Four Thousand Five Hundred 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: [Signature] 5-5-2022
 Signature over Printed Name of Supplier

Very truly yours: [Signature]
EXEC. DIR. RENATO B. CHUA
 EXECUTIVE DIRECTOR, ADMINISTRATIVE AND FINANCIAL SERVICES

| | | | |
|------------------|--|-----------------------|------------------|
| Fund Cluster: | | ORS/BURS No. : | 200-2022-04-2349 |
| Funds Available: | JUDITH C. JEBULAN 4/26/2022 Director III, Legislative Accounting Service | Date of the ORS/BURS: | 4/26/2022 |
| | Signature over Printer Name of Chief Accountant | Amount: | P 4,500.00 |

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-22-03-014) OPENED ON 4/11/2022 AND PER BAC ADVISORY RE AWARD DTD 4/19/2022

[Signature]
 nromawia
 4/25/2022 / 4:57:53PM