

PURCHASE ORDER

SENATE OF THE PHILIPPINES

Entity Name

Supplier :	METRO PAPER CONVERTER PHILS. CORP.	P.O. No. :	PO-23-03-031
Address :	MERCEDES BUSINESS PARK, STUTTGARD ST. BRGY. SAN ANDRES, CAINTA, RIZAL	Date :	29-March-2023
Tel No. :	8660-1595 / 8660-1595	Mode of Procurement:	SHOPPING
TIN :	007-839-961-000	Reference P.R. No. :	PR-23-02-096 EDP-MIS OG
		AB No. :	AB-23-02-006

Attention : RICHARD TAN
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 working days
Date of Delivery :		Payment Term :	Government Terms
		Warranty :	--

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	BOX	CONTINUOUS FORM, 5 ply Specifications per PR: CONTINUOUS FORM, 5 PLY, 11x14-7/8PLAIN CARBONLESS WITH BOTH SIDE PERFORATION NO NUMBER, 250 SETS/BOX	50	1,395.00	69,750.00

RECEIVED
PROCUREMENT SECTION, PPS
Date: 4-11-23
BY: ME TIME: 5:58

SENATE OF THE PHILIPPINES
RECEIVED
APR 11 2023
BY: [Signature] TIME 1:15
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES
LEGISLATIVE ACCOUNTING SERVICE

RECEIVED
APR 11 2023
BY: [Signature] Time: 10:58
Administrative Management Bureau

APR 11 2023
BY: [Signature] TIME 8:50 AM

(Total amount in words) Sixty-Nine Thousand Seven Hundred Fifty 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 over Printed Name of Supplier
Date _____

ATTY. RENATO N. BANTUG JR.
SENATE SECRETARY
Renato N. Bantug Jr. April 2023

Fund Cluster:	_____	ORS/BURS No. :	_____
Funds Available:	_____	Date of the ORS/BURS:	_____
	JUDITH C. REGULAN <i>[Signature]</i> 4/11/2023 Director III, Legislative Accounting Service Signature over Printed Name of Chief Accountant	Amount :	_____

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-23-02-006) OPENED ON 2/28/2023 AND PER BAC ADVISORY RE AWARD DTD 3/27/2023