



**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
Entity Name

Supplier : <b>NATIONAL PRINTING OFFICE</b>	P.O. No. : <b>PO-24-05-069</b>
Address : EDSA cor. National Printing Office Road, Diliman, Quezon City, Metro Manila	Date : 22-May-2024
Tel No. : 09178050356 / 925-2190/925-2184/925-2186/925-2188	Mode of Procurement: DIRECT CONTRACTING
TIN : 000-769-754	Reference P.R. No. : <b>PR-24-05-317</b> LCMS
	AB No. :

Attention : **SOFIA M. BATILARAN**  
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 : <b>Rm. 401 Property and Procurement Service</b> <b>SENATE OF THE PHILIPPINES, G SIS BLDG. ROXAS BLVD. PASAY CITY</b>	Delivery Term : <b>PICK UP</b>
Date of Delivery :	Payment Term : <b>Agency to Agency</b>
	Warranty : <b>--</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PAD	RECEIPT, OFFICIAL Nothing Follows	50	100.00	5,000.00

**RECEIVED**

MAY 23 2024

By: [Signature] Time: 11:00 AM  
Administrative Management Bureau

24-05-1922

200-2024-05-3811 P 5,000.00  
05/22/24

**RECEIVED**

MAY 23 2024

By: [Signature] Time: 1:46  
Property and Procurement Services

**Senate of the Philippines**

Legislative Accounting Service

**RECEIVED**

MAY 23 2024

By: [Signature] Time: 4:30 PM

Page 1 of 1 **Grand Total: P5,000.00**

(Total amount in words) Five Thousand 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] **SOFIA M. BATILARAN**  
Acting Assistant Chief  
Sales and Marketing Division  
Signature over Printed Name of Supplier

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

Date: \_\_\_\_\_

Fund Cluster: _____	ORS/BURS No. : _____
Funds Available: _____	Date of the ORS/BURS: _____
<b>JUDITH C. JEBULAN</b> Director III, Legislative Accounting Service Signature over Printer 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. () OPENED ON () AND PER BAC ADVISORY RE AWARD DTD ()