



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **DIAMOND-EMPIRE MARKETING**
 Address : **1915 Anonas St., Sta. Mesa Manila**

P.O. No. : **22-09-1918**
 Date : **09/09/2022**
 Mode of Procurement: **SMALL VALUE PROCUREMENT**

Gentlemen:

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

Place of Delivery : Central Supply Office
 Date of Delivery : _____

Delivery Term : Refer to Delivery Term in the description below
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
PASIG CITY SCIENCE HIGH SCHOOL					
1	PACK	1	Riso Ink, UNBRANDED CV/UA for RISO CVT 1200 Machine	2,405.00	2,405.00
2	PACK	1	Riso CVT Master Roll, UNBRANDED	4,318.00	4,318.00
3	REAMS	22	Bond Paper, MULTI PURPOSE Long, 70 gsm	280.00	6,160.00
4	BOXES	2	Continuous form 11 x 14 7/8 4 ply carbonless, UNBRANDED 450 cuts	1,698.00	3,396.00
5	PCS	20	Adhesive tape, UNBRANDED 1 inch	30.00	600.00
6	PCS	100	folder A4, UNBRANDED	11.00	1,100.00
7	PCS	100	Folder Short, UNBRANDED	11.00	1,100.00
DELIVERY TERM: 30 CALENDAR DAYS					

Control No. 3770

SUBTOTAL : Php 19,079.00

Total Amount in Words *Nineteen Thousand Seventy-nine Pesos Only.*

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
 (Authorized Official)
 City Mayor

Conforme :

Mico LAD
CHRISTIA G. BERE

(Signature over printed name of Supplier)

Date

Requisitioning Office / Dept. : **ATTY. HAROLD ELMO O. BANZUELA**

Funds Available :

Amount : _____
 OBR No. : _____

ALLENDRI B. ANGELES **FAUSTO M. LUNA**
RECHIE J. TUGAWIN **CHARLIE O. FABABAER**
 (Authorized Official)

JUVY A. CUENCO
 Chief Accountant



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
PEOPLE'S LAW ENFORCEMENT BOARD					
8	PCS	4	Gun Tacker 3 Way Gun, UNBRANDED heavy and duty and big	698.00	2,792.00
9	BOX	20	Staple Gun Tacker, UNBRANDED same size of gun tacker	123.00	2,460.00
10	ROLLS	20	Packaging tape, UNBRANDED 2" x 50 meters transparent	59.00	1,180.00
DELIVERY TERM: 7 CALENDAR DAYS					
SOLID WASTE MANAGEMENT OFFICE					
11	PCS	8	Tonner Kyocera Taskalfa 4002i, KYOCERA Black Tonner	6,490.00	51,920.00
12	UNIT	2	Flash Drive 16gb with OTG, TRANSCEND 16gb with OTG	598.00	1,196.00
13	UNIT	2	USB Type optical mouse, A4TECH	348.00	696.00
14	PCS	2	Office Ring Binder Folder, UNBRANDED (A4 Size, Isolated on white)	298.00	596.00
15	PCS	6	Office Ring Binder Folder, Legal, UNBRANDED Size: Legal, Isolated on white)	348.00	2,088.00

Control No. 3770

SUBTOTAL : Php 82,007.00

Total Amount in Words *Eighty-two Thousand Seven Pesos Only.*

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
 (Authorized Official)
 City Mayor

Conforme :

MIC LAD
CHRISTIA G. BERE

(Signature over printed name of Supplier)

Date

10/14/22

Requisitioning Office/Dept. **ATTY. HAROLD ELMO O. BANZUELA**

ALLENDRIL B. ANGELES **FAUSTO M. LUNA**

RECHIE J. TUGAWIN **CHARLIE O. FABABAER**
 (Authorized Official)

Funds Available :

JUVY A. CUENCO
 Chief Accountant

Amount : _____
 OBR No. : _____



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CITY GOVERNMENT OF PASIG

Agency Name

Supplier : DIAMOND-EMPIRE MARKETING	P.O. No. : 22-09-1918
Address : <u>1915 Anonas St., Sta. Mesa Manila</u>	Date : <u>09/09/2022</u>
	Mode of Procurement: <u>SMALL VALUE PROCUREMENT</u>

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Date of Delivery : _____	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
16	PACKS	6	Plastic Ring Binder, A4, UNBRANDED (A4 Size, Black, 6mm-51mm, High Gloss PVC, 10 pcs./pack)	158.00	948.00
17	UNIT	2	Keyboard, Soft touch, INPLAY Soft Touch, Compact keyboard layout: 100% (Full size), Wired USB	648.00	1,296.00
18	PCS	7	G1020 Printer Ink (GI-71), G1-71 Black	648.00	4,536.00
19	PCS	21	G1020 Printer Ink (GI-71), Magenta, Cyan and Yellow, G1-71 Magenta (7 pcs.), Cyan (7 pcs.) and Yellow (7 pcs.) DELIVERY TERM: 30 CALENDAR DAYS	498.00	10,458.00
EDUCATION UNIT					
20	PCS	100	Card Board Box, UNBRANDED Color: Brown Size: 20x20x20 200lbs DELIVERY TERM: 7 CALENDAR DAYS	158.00	15,800.00

Control No. **3770** SUBTOTAL : **Php 115,045.00**

Total Amount in Words One Hundred Fifteen Thousand Forty-five Pesos Only.

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
(Authorized Official)
City Mayor

Conforme : Mico LAO
CHRISTIA G. BERE
(Signature over printed name of Supplier)
Date 10/14/22

Requisitioning Office / Dept : ATTY. HAROLD ELMO O. BANZUELA ALENDRI B. ANGELES FAUSTO M. LUNA RECHIE J. TUGAWIN CHARLIE O. KABABAER <i>(Authorized Official)</i>	Funds Available : JUVY A. CUENCO <i>Chief Accountant</i>	Amount : _____ OBR No. : _____
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			TANGHALANG PASIGUEÑO		
21	UNITS	2	PRINTER, EPSON Print, Scan and Copy Printing Method Micro Piezoac print head, 180 noozles black, 59 nozzles per color; 3 pl, with variable - sized droplet technology. Dye ink printing resolution: 576ox144o DPI, All-in-one functions: print, scan, copy; printing speed ISO/IEC 24734, 10 pages/min monochrome, 5 pages/min color; printing speed 15 pages/min color. DELIVERY TERM: 15 CALENDAR DAYS ***** Nothing Follows *****	9,890.00	19,780.00

Control No. 3770 GRAND TOTAL : **Php 134,825.00**

Total Amount in Words One Hundred Thirty-four Thousand Eight Hundred Twenty-five Pesos Only.

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Very truly yours,

VICTOR MA. REGIS N. SOTTO
(Authorized Official)
City Mayor

Conforme :

Mico LAO
CHRISTIA G. BERE

(Signature over printed name of Supplier)
10/14/22
Date

Requisitioning Office/Dept. : **ATTY. HAROLD ELMO O. BANZUELA**

ALLENDRI B. ANGELES **FAUSTO D. LUNA**

RECHIE J. TUGAWIN **CHARLIE O. FABABAER**
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount ₱ 134,825.-
OBR No. : various ORL(S)