

PURCHASE ORDER
Privatization and Management Office
Entity Name

Supplier : <u>MCSA MARKETING</u>	P.O. No. : <u>2024-03-018 - 118</u>
Address : <u>Ground Floor, Gedisco Building, 446 San Fernando Street, Binondo, Manila</u>	Date : <u>March 18, 2024</u>
TIN : <u>103-916-601-000</u>	Mode of Procurement : <u>SVP</u>

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

Place of Delivery : <u>PMO</u>	Delivery Term : <u>Seven (7) calendar days</u>
Date of Delivery : _____	Payment Term : <u>15 - 30 days</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
CLIP-03-02	box	Clip Backfold, black, 25MM 1" <i>3,000 pcs</i>	250	22.00	5,500.00
ENVE-12-10	pc.	Envelope brown, A4	500	4.95	2,475.00
ENVE-13-10	pc.	Envelope Brown, long	500	2.40	1,200.00
PAPR-12-01	ream	Bond Paper, A4, 70GSM (white)	500	177.00	88,500.00
PAST-01-00	pc.	Water Well Paste, 200g	12	41.00	492.00
PEN-01-01	pc.	Ballpen, black	150	21.00	3,150.00
PEN-02-03	pc.	Sign Pen, red	12	98.00	1,176.00
PEN-05-00	pc.	Highlighter Marker, assorted colors	100	38.40	3,840.00
TAPE-03-00	roll	Packaging tape, 2" x 100 meters	100	59.00	5,900.00
USB-01-00	pc.	Flash Drive, 16GB, USB version	10	297.00	2,970.00
USB-02-00	pc.	Flash Drive, 32GB, USB version	10	300.00	3,000.00

(Total Amount in Words) One Hundred Eighteen Thousand Two Hundred Three Pesos **118,203.00**

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:

Teresa S. Asatua
Teresa S. Asatua
 Proprietress
 Signature over Printed Name of Supplier

March 19, 2024
March 19, 2024
 Date

Very truly yours,

Carla S. Del Prado
CARLA S. DEL PRADO
 Signature over Printed Name of Authorized Official

Chief Administrative Officer
 Designation

Fund Cluster : _____
 Funds Available : _____

Rhodora B. Torralba
RHODORA B. TORRALBA
 Chief Accountant

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : 118,203.00

gpc

PRIVATIZATION and MANAGEMENT OFFICE

Agency

LIST OF PURCHASED SUPPLIES

PURCHASE ORDER		NAME OF SUPPLIER	ITEM CODE	ITEM NAME	QTY	UNIT COST	TOTAL AMOUNT
DATE	NUMBER						
04/11/24	202403018	McSA Marketing	CLIP-03-02	CLIP, BACKFOLD, 25MM 1"	3000	1.83	5,500.00
04/11/24	202403018	McSA MARKETING	ENVE-12-10	ENVELOPE BROWN, A-4	500	4.95	2,475.00
04/11/24	202403018	McSA MARKETING	ENVE-13-10	ENVELOPE BROWN, LONG	500	2.40	1,200.00
04/11/24	202403018	McSA MARKETING	PAPR-12-01	COPY PAPER PPC, A-4, 70 GSM	500	177.00	88,500.00
04/11/24	202403018	McSA MARKETING	PAST-01-00	PASTE, REDSTONE	12	41.00	492.00
04/11/24	202403018	McSA MARKETING	PEN-01-01	BALLPEN, BLACK	150	21.00	3,150.00
04/11/24	202403018	McSA MARKETING	PEN-02-03	SIGN PEN, RED	12	98.00	1,176.00
04/11/24	202403018	McSA MARKETING	PEN-05-00	STABILO	100	38.40	3,840.00
04/11/24	202403018	McSA MARKETING	TAPE-03-00	PACKAGING TAPE	100	59.00	5,900.00
04/11/24	202403018	McSA MARKETING	USB-01-00	FLASH DRIVE, 16GB CAPACITY, USB	10	297.00	2,970.00
04/11/24	202403018	McSA MARKETING	USB-02-00	FLASH DRIVE, 32GB CAPACITY	10	300.00	3,000.00
							118,203.00

PURCHASE REQUEST



Entity Name: Privatization and Management Office

Fund Cluster: 06

Office/Section : ADMIN		PR No.: <u>2023-12-127B</u>		Date: December 04, 2023	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<u>OFFICE SUPPLIES</u>					
CLIP-03-02	box	Clip Backfold, black, 25MM 1"	250	24.00	6,000.00
ENVE-12-10	pc.	Envelope brown, A4	500	5.00	2,500.00
ENVE-13-10	pc.	Envelope Brown, long	500	4.00	2,000.00
PAPR-12-01	ream	Bond Paper, A4, 70GSM (white)	500	190.00	95,000.00
PAST-01-00	pc.	Water Well Paste, 200g	12	60.00	720.00
PEN-01-01	pc.	Ballpen, black	150	25.00	3,750.00
PEN-02-03	pc.	Sign Pen, red	12	112.00	1,344.00
PEN-05-00	pc.	Highlighter Marker, assorted colors	100	50.00	5,000.00
TAPE-03-00	roll	Packaging tape, 2" x 100 meters	100	80.00	8,000.00
USB-01-00	pc.	Flash Drive, 16GB, USB version	10	300.00	3,000.00
USB-02-00	pc.	Flash Drive, 32GB, USB version	10	500.00	5,000.00
			TOTAL		132,314.00

Purpose: For PMO use for the CY 2024.

Requested by:

Recommended by:

Approved by:

Signature :

Printed Name : Hilaria A. Turtal

CARLA S. DEL PRADO

ELLEN H. RONDAEL

Designation : Administrative Officer IV

Chief Administrative Officer

Deputy Privatization Officer