

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

## PURCHASE ORDER

Supplier: <b>INNOVATION PRINTSHOPPE, INC.</b> Address: 2224-2225 Concha St., San Andres Bukid, Sta. Ana, Manila TIN: 004-591-735-000 Account No.: 0052-1272-54      Bank: Landbank - Gil. Puyat Branch Telephone: 8561-4427      Fax:	P.O. # <b>023-03-025</b> Date: <b>March 8, 2023</b> Mode of Procurement: Negotiated Procurement - Small Value Procurement 53.9
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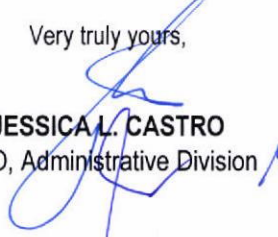
Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

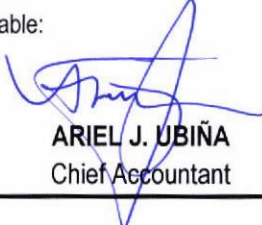
Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b> Date of Delivery:	Delivery Term: w/in 30 days upon approval of layout Payment Term: w/in 30 days upon final acceptance Bank to bank
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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<b>PROCUREMENT OF COMMON USE OFFICE SUPPLY:</b>					
	pad	Customized Memo Pad with OSG Letterhead Material: White Paper Size: 5.5" Length x 5.5" Width Substance/Thickness: 20; 70 gsm Print: OSG Logo with Name (above) and Address (below) Full Color (1 side) Binding: Padded; min. of 100 leaves/pad Other Inclusions: Layout, Proofing, Printing and Binding	50	Php 165.20	Php 8,260.00
	pad	Customized Memo Pad with OSG Letterhead Material: White Paper Size: 8.5" Length x 5.5" Width Substance/Thickness: 20; 70 gsm Print: OSG Logo with Name (above) and Address (below) Full Color (1 side) Binding: Padded; min. of 100 leave/pad Other Inclusions: Layout, Proofing, Printing and Binding  <i>Supplier is required to provide word file layout and                      sample per item for approval of the end-user.</i>	50	178.70	8,935.00

Total Amount in Words:	<b>Seventeen Thousand One Hundred Ninety Five Pesos Only</b>	<b>Php</b>	<b>17,195.00</b>
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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.

Conforms:  _____ Kenneth P. Mallari (Signature over printed name) 3-17-23 _____ (Date)	Very truly yours,   <b>JESSICA L. CASTRO</b> CAO, Administrative Division  <b>EDITHA R. BUENDIA</b> Director IV, HRMAS
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Funds Available:  <b>ARIEL J. UBIÑA</b> Chief Accountant	ALOBS: <u>02-10/101-2023-03-170</u> Amount: <u>₱ 17,195.00</u>	
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