

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

**PURCHASE ORDER**

|  |  |
|--|--|
| Supplier: <b>FIVE S GLASS AND ACRYLIC PRODUCTS</b>                                     | P.O. No. <b>021 - 05 - 0508<sup>EE</sup></b>                     |
| Address: <b>101 Odigal St. Cor. Commonwealth Ave., Quezon City</b>                     | Date: <b>May 3, 2021</b>   |
| Tel. No.: <b>8296-1493 / 0943-2628433 / 0915-9948309</b>                               | Mode of Procurement: <b>Negotiated Procurement (Small Value)</b> |
| TIN: <b>217-799-571-000</b>  |  |
| Account No.: <b>Eastwest Bank - 2000-1283-2965 (Five S Glass and Acrylic Products)</b> |  |

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> | Delivery Term: <b>within thirty (30) working days upon receipt of order confirmation</b> |
| Date of Delivery: <b>5-20-21</b>                          | Payment Term: <b>15% Mobilization Payment upon acceptance of PO</b>                      |
|   | <b>65% Payment within 30 days of completion (Bank-to-Bank)</b>                           |

| Stock No.  | Unit | Description   | Quantity | Unit Cost | Amount               |
|--|------|---|----------|-----------|----------------------|
|  |      | <b>Supply of labor and materials for the installation of 4.5 mm Thick acrylic glass for counter table of OSG offices and areas:</b> |          |           |                      |
|  |      | <b>Scope of Work:</b>   |          |           |                      |
|  |      | <b>MAIN LOBBY AREA (Ground Floor)</b>   |          |           |                      |
|  | set  | 67.25" L x 67.25" W, 24" W x 30" H (U-Shaped)   | 1        |           | Php 12,000.00        |
|  |      | <b>PHOTOCOPY AREA (Ground Floor)</b>  |          |           |                      |
|  | set  | 111 3/8" L x 17 1/4" W x 30" H (U-Shaped)   | 1        |           | 11,500.00            |
|  | set  | 110" L x 30" H (Flat Type)  | 1        |           | 9,000.00             |
|  |      | <b>SECRETARIAT - RECEIVING AREA (9th Floor)</b>   |          |           |                      |
|  | set  | 92.5" L x 38" H (Flat Type)   | 1        |           | 10,500.00            |
|  |      | <b>SECRETARIAT - SOLGEN CALIDA (9th Floor)</b>  |          |           |                      |
|  | set  | 94" L x 20" W x 30" H (U-shaped)  | 1        |           | 10,800.00            |
|  |      | <b>SECRETARIAT - HEA ROOM (9th Floor)</b>   |          |           |                      |
|  | set  | 46.75" L x 32" W x 30" H (L-Shaped)   | 1        |           | 6,300.00             |
|  |      | <b>Delivery and Installation Fee</b>  | 1        |           | 4,000.00             |
|  |      | <i>Attached: Letter request from Administrative Division.</i>   |          |           |                      |
| Total Amount in Words: <b>Sixty-four thousand One Hundred Pesos only</b> |      |   |          |           | <b>Php 64,100.00</b> |

In case of failure to conform for every day of delay shall be imposed.

CONFORME:

*SANTIAGO MEDRANO*  
 Signature over printed name  
 \_\_\_\_\_  
 Date: **5-21-21**

Very truly yours,

*Rodrigo L. Ojenal*  
**RODRIGO L. OJENAL**  
 Supervising Administrative Officer

*Rosalinda C. Ibarra*  
**ROSALINDA C. IBARRA**  
 Director IV - HRMAS

Funds Available:

OS: **02-101101-2021-05-290**

Amount: **₱ 64,100.00**

*Ariel J. Ubiña*  
**ARIEL J. UBIÑA**  
 Chief Accountant - Accounting Division