

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



PURCHASE ORDER

Supplier: **Innovation Printshoppe, Inc.**
 Address: 2224-2225 Concha St. San Andres Bukid, Sta. Ana, Manila
 TIN: 004-591-735-000
 Account No.: 0052-1272-54
 Telephone: 8561-4427 / 8563-1419
 Bank: LBP - Gil Puyat
 Email: innoprint@gmail.com

P.O. # **022-08-119**
 Date: August 9, 2022
 Mode of Procurement:
 Small Value Procurement 53.9

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

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**
 Date of Delivery:

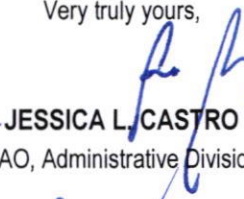
Delivery Term: w/in 30 days upon receipt of P.O.
 Payment Term: w/in 30 days upon final acceptance

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pad	Procurement of Common Used Office Supply: 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); One Color (Black) Binding: Padded Number of Pages: 100 leaves/pad Other Inclusions: Layout, Proofing, Printing and Binding * Supplier must send layout for approval.	300	Php 45.85	Php 13,755.00

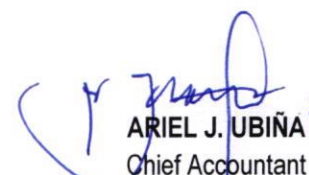
Total Amount in Words: **Thirteen Thousand Seven Hundred Fifty Five Pesos Only** **Php 13,755.00**

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.

Conforme: RODNEY ARZEN
 (Signature over printed name)
8-19-22
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: ALOBS: 02-1011A-2022-08-42
 Amount: ₱ 13,755.00

ARIEL J. UBIÑA
 Chief Accountant

8/11 - 9:15 am