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

# PURCHASE ORDER

| | | | |
|---|---|---|---|
| Supplier: | **FUNCTIONAL, INC.** | **P.O. #** | 025-11-147 |
| Address: | 814 J.P. Rizal St., Makati City | **Date:** | November 17, 2025 |
| TIN: | 000-159-543-000 | | |
| Account No.: | 001832100800 (Current) Bank: LBP (J.P. Rizal Branch) | **Mode of Procurement:** | |
| Telephone: | 898-8741 to 45 Email: es-sales@functional.com.ph | | Direct Contracting |

Gentlemen:

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

| | | | |
|---|---|---|---|
| Place of Delivery: | **OFFICE OF THE SOLICITOR GENERAL** | **Delivery Term:** | Within 30 days upon receipt of Purchase Order |
| Date of Delivery: | | **Payment Term:** | Within 30 days upon Issuance of Inspection and Acceptance Report (Bank to Bank) |

| Stock No. | Unit | Description | Qty. | Unit Cost | Amount |
|---|---|---|---|---|---|
| | | **PROCUREMENT OF COMMON-USE OFFICE SUPPLIES: STEEL CRYSTAL CLEAR WINBIND COVERS** | | | |
| | | ***A4 (8.27 x 11.69 inches)** | | | |
| | piece | 3mm, A4 BLUE (10-25 paper capacity) | 50 | Php 41.55 | Php 2,077.50 |
| | piece | 5mm, A4 BLUE (25-40 paper capacity) | 50 | 41.90 | 2,095.00 |
| | piece | 7mm, A4 BLUE (40-55 paper capacity) | 50 | 44.70 | 2,235.00 |
| | piece | 9mm, A4 BLUE (55-75 paper capacity) | 50 | 45.30 | 2,265.00 |
| | piece | 15mm, A4 BLUE (100-130 paper capacity) | 50 | 49.60 | 2,480.00 |
| | piece | 18mm, A4 BLUE (130-160 paper capacity) | 50 | 50.30 | 2,515.00 |
| | piece | 21mm, A4 BLUE (160-190 paper capacity) | 50 | 51.50 | 2,575.00 |
| | piece | 24mm, A4 BLUE (190-220 paper capacity) | 50 | 52.70 | 2,635.00 |
| | piece | 30mm, A4 BLUE (220-280 paper capacity) | 50 | 60.66 | 3,033.00 |
| | piece | 36mm, A4 BLACK (280-340 paper capacity) | 50 | 60.66 | 3,033.00 |
| | | ***LETTER SIZE (8.5 x 11 inches)** | | | |
| | piece | 3mm, LS BLUE (10-25 paper capacity) | 100 | 41.55 | 4,155.00 |
| | piece | 5mm, LS BLUE (25-40 paper capacity) | 100 | 41.90 | 4,190.00 |
| | piece | 7mm, LS BLUE (40-55 paper capacity) | 100 | 44.70 | 4,470.00 |
| | piece | 9mm, LS BLUE (55-75 paper capacity) | 100 | 45.30 | 4,530.00 |
| | | Warranty: Minimum of 1 year | | | |
| | | Note: Service provider must warrant that in case of defect in the delivered item/s, it will be subject for replacement, free of charge. | | | |
| | | The following shall be deemed to form and construed as part of the agreement:<br>I. RFQ<br>II. Quotation<br>III. Other documents as may be required by laws | | | |
| Total Amount in Words: | | **FORTY TWO THOUSAND TWO HUNDRED EIGHTY EIGHT & 50/100 PESOS ONLY** | | | **Php 42,288.50** |

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.

Very truly yours,

**JESSICA L. CASTRO**
CAO, Administrative Division

Conforme: JOCE ALLAN T. CANO
(Signature over printed name)
11-19-2025
(Date)

**EDITHA R. BUENDIA**
Director IV, HRMAS

Funds Available:

**ARIEL J. UBIÑA**
Chief Accountant

ALOBS: 02-10110-2025-11-657
Amount: ₱42,288.50