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

PURCHASE ORDER

Supplier:	**RANDXELL PRINTING SERVICES**	**P.O. #**	**025-11-155**
Address:	2822 Borneo St., San Isidro, Makati City	**Date:**	November 25, 2025
TIN:	300-165-939-00000	**Mode of Procurement**:	Small Value Procurement
Account No.:	1428-7000-6439 Branch: PNB - Buendia-Dian Branch		
Telephone:	8559-0430 email: randxellpress@yahoo.com		

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:** w/in 15 days upon receipt of approved layout
Date of Delivery:	**Payment Term:** within 30 days upon issusance of Inspection and Acceptance Report (Bank to bank)

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		PROCUREMENT OF COMMON-USE OFFICE SUPPLIES:			
1	ream	**COPY PAPER WITH LETTERHEAD AND OSG LOGO** ***(Blueprint at the back)*** • Size (Estimated): 8.5" (width) x 11" (length) • Material: White paper • Thickness: 70-90 gsm • Packaging: 500 sheets per ream • Print: Full color • Other Inclusions: Layout, proofing, printing, and binding	3	Php 1,000.00	Php 3,000.00
2	pad	**CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD** • Size (Estimated): 5.5" (width) x 5.5" (length) • Material: White paper • Thickness: 80 gsm; Substance: 20 • Binding: Padded • Packaging: Minimum of 100 leaves per pad • Print: Full color (one side) ○ OSG logo with name (above), office address (below) • Other Inclusions: Layout, proofing, printing, and binding	100	70.00	7,000.00
3	pad	**CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD** • Size (Estimated): 5.5" (width) x 8.5" (length) • Material: White paper • Thickness: 80 gsm; Substance: 20 • Binding: Padded • Packaging: Minimum of 100 leaves per pad • Print: Full color (one side) ○ OSG logo with name (above), office address (below) • Other Inclusions: Layout, proofing, printing, and binding	100	135.00	13,500.00
		Note: The supplier will be allowed to deviate from the technical specifications, provided that such deviations are equal to or greater than those stipulated and are subject to end-user approval. *The following documents shall be deemed to form and construed as part of this contract:* *> RFQ* *> Quotation* *> Other documents that may be required by law*			
Total Amount in Words:		**Twenty Three Thousand Five Hundred Pesos Only**			**Php 23,500.00**

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.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme: JUN SEVILLA
(Signature over printed name)
11-24-25
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBINA
Chief Accountant

ALOBS: 02-10101-2025-12-681

Amount: ₱ 23,500.00