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

PURCHASE ORDER

Supplier:	**PENLINE STATIONERY, INC.**		
Address:	316 JP RIZAL AVE BRGY TEJEROS MAKATI CITY		
TIN:	007-811-065-00000	Bank:	UNION BANK of the Philippines - BGC, Taguig City
Account No.:	CA#0015-6001-1601		
Telephone:	09176515772	E-mail Add:	sales.penline@gmail.com

P.O. # 025-12-160
Date: December 9, 2025
Mode of Procurement:
Negotiated Procurement - Small Value Procurement

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: Within 30 days upon receipt of Purchase Order
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 VARIOUS OFFICE SUPPLIES, inclusive of taxes, services, delivery, and other charges:			
	roll	**JUMBO BRAND PLASTIC COVER #4 ,** Transparent Gauge 4 (48"x50m)	5	Php 1,450.00	Php 7,250.00
	pair	**UK Metal** Bookends 8", Medium	40	155.00	6,200.00
		Note: The supplier must gurantee that in case a defect is found in the delivered items following its use, it shall be replaced free of charge.			
		The following shall be deemed to form and construed as part of the I. Quotation II. RFQ III. Other documents as may be required by laws			
Total Amount in Words:		**THIRTEEN THOUSAND FOUR HUNDRED FIFTY PESOS ONLY**			**Php 13,450.00**

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:
Jhan Mark Davides
(Signature over printed name)
Dec 10-2025
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:
ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-10101-2025-12-691
Amount: ₱13,450.00