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

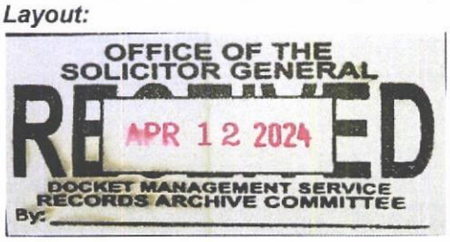
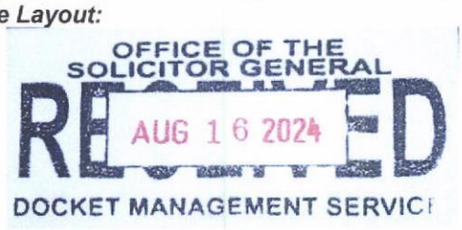
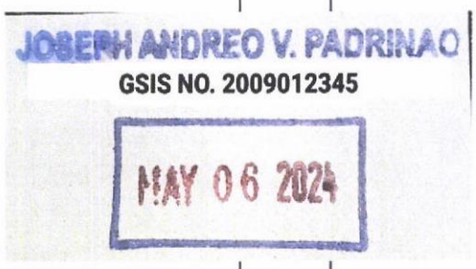
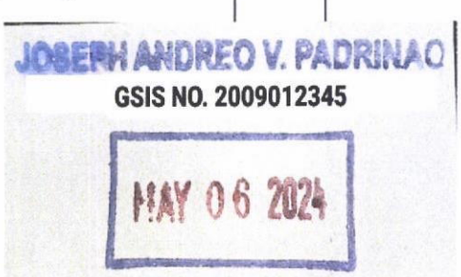
PURCHASE ORDER

Supplier:	**SCP STAMPS SALES AND SERVICES**		**P.O. #** **026-07-086**
Address:	78 C. Gen. Borromeo St., Longos, Malabon City		**Date:** July 20, 2026
TIN:	257-041-442-000 NV		**Mode of Procurement:**
Account No.:	084-7-084-518847	Branch: Metrobank - Rizal Ave. Malabon City	Small Value Procurement
Telephone:	8774-0975	Email: scp_stamp@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:** Cash

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		PROCUREMENT OF:			
1	piece	**Shiny S-828D**, Self-Inking Receiving Stamp/Dater for the Records Archives Committee Size: 56mm (W) x 35mm (L)	2	Php 1,300.00	Php 2,600.00
2	piece	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** 	2	300.00	600.00
3	piece	**Shiny S-828D**, Self-Inking Receiving Stamp/Dater for the DMD/E-File Size: 56mm (W) x 35mm (L)	16	1,300.00	20,800.00
4	piece	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** 	36	300.00	10,800.00
5	piece	**Shiny S-828D**, Self-Inking Receiving Stamp/Dater with GSIS Number Size: 56mm (W) x 35mm (L) ***Sample Layout:*** 1. **MARIBETH M. SORSOGON** GSIS NO. 2001226994 2. **RACQUEL C. MAÑO** GSIS NO. 2001227437 3. **MICHAELE D. MADLA** GSIS NO. 2003741793 4. **GLENDO M. PIANDIONG** GSIS NO. 2006040775 5. **LANDER V. MORALES** GSIS NO. 2006040773 	5	1,300.00	6,500.00
6	piece	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** 1. **MARIA LUCILLE M. VALDEZ** GSIS NO. 2001222215 2. **DIVINIA M. STA. MARIA** GSIS NO. 2000151302 3. **ALPMA JOY M. LLANES** GSIS NO. 2005092587 4. **XYLAN UJE S. SYCAYCO** GSIS NO. 2001225247 5. **JOSEPH ANDREO V. PADRINAO** GSIS NO. 2003919003 6. **ALBERTO MARTIN S. SARMIENTO** GSIS NO. 2005380783 	6	300.00	1,800.00

7	piece	**Shiny S-828D** Self-Inking Receiving Stamp/Dater with "THRU COURIER" Inscription Size: 56mm (W) x 35mm (L)	2	1,300.00	2,600.00
8	piece	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** OFFICE OF THE SOLICITOR GENERAL RECEIVED APR 26 2026 THRU COURIER DOCKET MANAGEMENT SERVICE	2	300.00	600.00
9	piece	Replacement Ink Pad for Self-Inking Receiving Stamp/Dater	50	240.00	12,000.00
10	piece	Black Ink for Self-Inking Receiving Stamp/Dater (Compatible with the existing self-inking stamp machine)	120	250.00	30,000.00
11	piece	Red Ink for Self-Inking Receiving Stamp/Dater (Compatible with the existing self-inking stamp machine)	60	250.00	15,000.00
		NOTE: The proposed layout and dimensions are subject to the review and approval of the End-User. The supplier shall submit the proposed layout, including the actual or standard dimensions, for evaluation and approval prior to production. Upon the award of the contract, the supplier shall provide a sample for the End-User's approval before proceeding with mass production. Any defective items or items that do not conform to the approved sample, specifications, or quality requirements shall be replaced by the supplier within seven (7) calendar days, at no additional cost to the OSG.			
		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:		**One Hundred Three Thousand Three Hundred Pesos Only**			**Php 103,300.00**

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

EDITHA R. BUENDIA
Director IV, HRMAS

Conforme: SILVERIO C. PUEBLOS JR.
(Signature over printed name)
7-30-26
(Date)

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: _____

Amount: _____

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009

CHRISTIAN D. BUAT
ADAS I