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

PURCHASE ORDER

Supplier:	**ANJ STATIONERY TRADING**	**P.O. #**	**026-08-094**
Address:	189-A D. Tuazon, Santa Mesa Hieghts, Quezon City 1114	**Date:**	**August 4, 2026**
TIN:	451-716-622-00001	**Mode of Procurement:**	
Account No.:	Bank:		Small Value Procurement
Telephone:	0997 6438000 Email: anjtradingph@gmail.com		

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

Place of Delivery: **OSG Main Building**	**Delivery Term:** on or before August 6, 2026
Date of Delivery:	**Payment Term:** CASH

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Procurement of Customized Merchandise, Inclusive of Taxes, Delivery, and Other Charges, for the Human Resource Management Division (HRMD) Training Entitled "2026 New Employee Orientation (NEO)" **Delivery Address:** 2nd Floor, OSG Building 134 Amorsolo Street Legaspi Village, Makati City			
1	piece	**Tote Bag (77 pcs)** Material: Canvas Color: Black Size: 12 × 13-14 inches Design: Customized with the NEO logo Logo Size: 6 inches diameter Printing Method: DTF	77	Php 134.40	Php 10,348.80
2	piece	**Notebook (77 pcs)** Binding Type: Non-wire-bound (preferably perfect binding) Page Format: Lined Size: A5 Cover Color: White Design: Customized with the NEO logo Logo Size: 2 inches diameter Printing Method: UV Printing	77	145.60	11,211.20
3	piece	**Ballpen (77 pcs)** Type: Retractable or cap-type Ink Color: Black Tip Size: 0.7 mm Barrel Color: Black Design: Customized with the NEO logo Printing Method: UV Printing	77	39.20	3,018.40
4	piece	**Card Holder (110 pcs)** Material: Thin leatherette Color: Black Size: 3.5 × 4.4 inches Design: Customized with the NEO logo Logo Size: 2 × 2 inches Printing Method: DTF	110	72.80	8,008.00
5	piece	**Egg-Shaped Mug (33 pcs)** Material: Stainless Color: Black Capacity: 11 oz Design: Customized with the NEO logo Logo Size: 1.4 inches diameter Printing Method: UV Direct Printing	33	201.60	6,652.80

6	piece	**Desk Clock (33 pcs)** Material: Wood Type: Analog Design: Customized with the NEO logo on the wooden casing Logo Size: 2.5 inches diameter Printing Method: Laser Engraving	33	224.00	7,392.00
7	piece	**Paper Bag with Handle (33 pcs)** Material: Kraft paper	33	44.80	1,478.40
		General Inclusions a. All materials shall be brand new, of high quality, and durable. Printed designs shall be in high resolution, with clear, sharp, and legible details. b. All items shall be delivered in good condition and free from defects. c. All items shall be delivered on or before August 6, 2026, not later than 5:00 PM, to the following address: *2nd Floor, OSG Building* *134 Amorsolo Street* *Legaspi Village, Makati City* d. The supplier may deviate from the specified printing method and by up to twenty percent (20%) of the estimated logo dimensions, provided that such deviations are acceptable to the end-user. e. The supplier shall warrant that any defective item identified during inspection by the end-user shall be replaced free of charge within three (3) calendar days from notice. *The following documents shall be deemed to form and construed as part of this agreement:* *I. RFQ* *II. Quotation* *III. Approved Layout* *IV. Other documents as may be required by law*			
Total Amount in Words:		**Forty Eight Thousand One Hundred Nine Pesos and 60/100**			**Php 48,109.60**

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:

(Signature over printed name)

8-05-26
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ALOBS: _____

Amount: _____

ARIEL J. UBIÑA
Chief Accountant