



Senate of the Philippines
Office of the Executive Director
Administrative & Financial Services
RECEIVED
APR 30 2025
Time/By: CE 11:29

REPUBLIC OF THE PHILIPPINES
Senate

MEMORANDUM

FOR : DIR. MARIO ANTONIO R. SULIT
DIR III, EDP-MIS (Systems Group)

FROM : PROPERTY & PROCUREMENT SERVICE

SUBJECT : REQUEST TO POST APPROVED PURCHASE / JOB ORDERS
ON THE SENATE WEBSITE

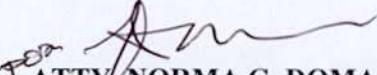
DATE : APRIL 29, 2025

RECEIVED
APR 30 2025
4:35


In compliance with Republic Act No. 9184 or the Government Procurement Reform Act, we are respectfully requesting your good office to post the following approved Purchase / Job Orders to the Senate website with the details below:

NO.	NAME OF SUPPLIER	PURCHASE / JOB ORDER	NUMBER	AMOUNT
1	IFIXZ ENTERPRISE CO.	PO	25-04-064	42,000.00
2	JEFROD GENERAL MERCHANDISE	PO	25-04-069	72,000.00
3	RICHMARK COMPUTER SALES AND SERVICES	PO	25-04-070	12,800.00
4	AE SAMONTE MERCHANDISE	PO	25-04-066	700.00
5	LAMBERT TRADING	PO	25-04-062	4,348.00

Thank you.


ATTY. NORMA G. DOMAOAL-GULFAN
Service Chief

Noted by:


DIR. JOCELYNA YUZON
Executive Director for AFS

/rmcunanan

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

PPMS System Generated 4/358

Time/By: _____

Supplier : **IFIXZ ENTERPRISE CO.**

P.O. No. : **PO-25-04-064**

Address : Aginaldo Hi-way cor. Tirona Hi-way Panapaan 1, Bacoor, Cavite

Date : **23-April-2025**

Tel No. : **0929-8508188 /**

Mode of Procurement: **SHOPPING**

TIN : **609-917-785-0000**

Reference P.R. No. : **PR-25-02-100**

AB No. : **OSLC**
AB-E-25-03-008

Attention : **MARICEL LATRAS**

Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

Gentlemen :

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

Place of Delivery : **Rm. 401 Property and Procurement Service**
SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY

Delivery Term : **10-15 working days**

Date of Delivery : _____

Payment Term : **Government Terms**

Warranty : **One (1)**

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	UNIT	DOCUMENT SCANNER, HIGH SPEED WITH AUTOMATIC DOCUMENT FEEDER (ADF) Add'l. Specs: Simplex and duplex scan capability At least speeds up to 65 ppm At least 80-sheet Auto Document Feeder (ADF) 600 dpi scan resolution can scan A4, Letter and Legal document sizes can perform OCR, encrypted and searchable PDF Up to 7000 pages/day daily scan volume USB 3.0 interface Compatible with Windows OS and Mac OS One (1) year warranty Offer: HP SCANJET ENTERPRISE FLOW 5000 S5 Nothing Follows	1	42,000.00	42,000.00

RECEIVED

APR 24 2025

By: **Legislative Accounting Service**
Time: **3:30 PM**

Page 1 of 1

Grand Total:

P42,000.00

(Total amount in words)

Forty-Two Thousand Pesos Only

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 on the undelivered item/s.

Conforme:

Very truly yours:

Signature over Printed Name of Supplier

ATTY. ARNEL JOSE S. BAÑAS
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES

Date

Fund Cluster:

Funds Available:

JUDITH C. JEBULAN

Director III, Legislative Accounting Service

Signature over Printed Name of Chief Accountant

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the

PURCHASE ORDER

SENATE OF THE PHILIPPINES

Entity Name

Supplier : **JEFROD GENERAL MERCHANDISE**P.O. No. : **PO-25-04-069**Date : **23-April-2025**Address : **71 Bronze St. E. Rodriguez Ave. Brgy. San Isidro, Taytay, Rizal**Mode of Procurement : **SHOPPING**Tel No. : **0933-8193746 / 09452747186**Reference P.R. No. : **PR-25-03-129**TIN : **211-300-917-000**AB No. : **OSAA-SSS
AB-25-03-031**Attention : **CHARLENE CAROL T. RODRIGUEZ**

Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

Gentlemen :

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

Place of Delivery : **Rm. 401 Property and Procurement Service
SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY**Delivery Term : **7 DAYS DELIVERY**

Date of Delivery : _____

Payment Term : **Government Terms**Warranty : **--**

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	RFID PVC CARDS Specifications: • Frequency: 13.56MHz • Card dimension: 85.5 x 54mm, 0.88mm thickness • Memory 1K (1024 bytes) • Data Transfer: 106 kbit/s	3,000	24.00	72,000.00
Nothing Follows					

RECEIVED

APR 29 2025

By: **RICA** Time: **1:49pm**
Property and Procurement ServicesSenate of the Philippines
Office of the Executive Director
Administrative & Financial Services

APR 29 2025

Nothing Follows

72,000.00

RECEIVED
APR 29 2025
BY: **1130**
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

RECEIVED

APR 29 2025

By: **UP** Time: **9:20pm**
Legislative Accounting ServiceTime/By: **11:57am**

Page 1 of 1

Grand Total : **P72,000.00**

(Total amount in words)

Seventy-Two Thousand Pesos Only

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 on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

Date

ATTY. ARNEL JOSE S. BAÑAS
 DEPUTY SECRETARY, ADMINISTRATIVE AND
 FINANCIAL SERVICES

Fund Cluster:

Fund Available:

JUDITH C. JEBULAN

Director III, Legislative Accounting Service

Signature over Printer Name of Chief Accountant

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____

PURCHASE ORDER

SENATE OF THE PHILIPPINES

Entity Name

Supplier : **RICHMARK COMPUTER SALES AND SERVICES**

P.O. No. : **PO-25-04-070**

Address : 4763 Rd. 2 V Mapa St. Sta Mesa, MM
Tel No. : 7130685 / 8710172 / 7130685
TIN : 201-241-630-000

Date : 24-April-2025

Mode of Procurement: SHOPPING
Reference P.R. No. : **PR-25-03-134**

AB No. : **AB-25-03-032**

Attention : JULIUS UMADHAY

Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

Gentlemen :

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

Place of Delivery : **Rm. 401 Property and Procurement Service
SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY**

Delivery Term : 5-10 working days

Date of Delivery :

Payment Term : Government Terms

Warranty : --

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	TONER CARTRIDGE, TN-261 MAGENTA, For Brother HL-3150CDN/MFC-9140CDN, MFC-9330CDW Printer	1	3,200.00	3,200.00
2	PIECE	TONER CARTRIDGE, TN-261 YELLOW, For Brother HL-3150CDN/MFC-9140CDN, MFC-9330CDW Printer	1	3,200.00	3,200.00
3	PIECE	TONER CARTRIDGE, TN-261 CYAN, For Brother HL-3150CDN/MFC-9140CDN, MFC-9330CDW Printer	1	3,200.00	3,200.00
4	PIECE	TONER CARTRIDGE, TN-261 BLACK, For Brother HL-3150CDN/MFC-9140CDN, MFC-9330CDW Printer	1	3,200.00	3,200.00
		Nothing Follows			

RECEIVED

APR 25 2025

By: RICARDO Time: 5:35PM
Property and Procurement Service

2025-04-26 05
SENATE OF THE PHILIPPINES
APR 28 2025
BY: 9 TIME: 11:24
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

RECEIVED

APR 28 2025

By: UP Time: 10:10AM
Legislative Accounting Service

Page 1 of 1

Grand Total:

P12,800.00

(Total amount in words)

Twelve Thousand Eight Hundred Pesos Only

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 on the undelivered item/s.

Conforme:

Very truly yours:

Signature over Printed Name of Supplier

Date

ATTY. ARNEL JOSE S. BAÑAS
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES

Fund Cluster:

Funds Available:

JUDITH C. JEBULAN

Director III, Legislative Accounting Service

Signature over Printed Name of Chief Accountant

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

Supplier : AE SAMONTE MERCHANDISE	P.O. No. : PO-25-04-066
Address : g/f 1128 Escoda St. Paco, Manila	Date : 23-April-2025
Tel No. : 02 895 6631 /	Mode of Procurement: SHOPPING
TIN : 263-884-036-000	Reference P.R. No. : PR-25-03-147
	AB No. : AB-25-03-028

Attention : **ARIEL E. SAMONTE**
Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.
Gentlemen : Please furnish this office the following articles subject to the terms and conditions contained herein:

Rm. 401 Property and Procurement Service	Delivery Term : 15 CALENDAR DAYS
Place of Delivery : SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY	Payment Term : Government Terms
Date of Delivery :	Warranty : ---

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PACK	VELLUM PAPER Nothing Follows	20	35.00	700.00

200 - 2025 - 04 - 2677
4/24
700.00

SENATE OF THE PHILIPPINES
RECEIVED
APR 28 2025
BY: [Signature] TIME 11:24
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

RECEIVED
APR 28 2025
By: [Signature] Time: 5:35pm
Property and Procurement Service

RECEIVED
APR 24 2025
By: [Signature] Time: 4:20pm
Legislative Accounting Service

Page 1 of 1 **Grand Total: P700.00**
(Total amount in words) Seven Hundred Pesos Only

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 on the undelivered item/s.

Conforme: _____ Very truly yours: **ATTY. ARNEL JOSE S. BAÑAS**
Signature over Printed Name of Supplier DEPUTY SECRETARY, AFS
Date _____ 28 April 2025

Fund Cluster: _____ ORS/BURS No. : _____
Funds Available: _____ Date of the ORS/BURS: _____
JUDITH C. JEBULAN Amount : _____
Director III, Legislative Accounting Service
Signature over Printed Name of Chief Accountant

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

PPMS System Generated 4.351

APR 28 2025

Supplier : **LAMBERT TRADING**

P.O. No. : **PO-25-04-062**

Address : Marcos Talavera Nueva Ecija

Date : 22-April-2025

Tel No. : 09653319892 /

Mode of Procurement: SHOPPING

TIN : 220-834-592-000

Reference P.R. No. : **PR-25-03-147**

PRIB

AB No. : **AB-25-03-028**

Attention : LORAINA A. MALUBAG

Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

Gentlemen :

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

Place of Delivery : **Rm. 401 Property and Procurement Service**
SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY

Delivery Term : **7 CALENDAR DAYS**

Date of Delivery :

Payment Term : **Government Terms**

Warranty : **----**

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	ROLL	TAPE, DOUBLE SIDED (2")	23	76.00	1,748.00
2	PACK	PAPER, STICKER, A4 Size	40	40.00	1,600.00
3	REAM	COLORED PAPER (ASSORTED)	5	200.00	1,000.00
		Nothing Follows			

200 - 2025-04 - 2078
4/24
4,348.00

SENATE OF THE PHILIPPINES
RECEIVED
APR 28 2025
BY: [Signature] TIME 11:20
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

RECEIVED
APR 24 2025
BY: [Signature] TIME 6:20 PM
Legislative Accounting Service

Page 1 of 1

Grand Total:

4,348.00

(Total amount in words)

Four Thousand Three Hundred Forty Eight Pesos

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 on the undelivered item/s.

Conforme:

Very truly yours:

Signature over Printed Name of Supplier

ATTY. ARNEL JOSE S. BAÑAS
DEPUTY SECRETARY, AFS

Date

Fund Cluster:

Funds Available:

JUDITH C. JEBULAN

Director III, Legislative Accounting Service

Signature over Printed Name of Chief Accountant

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the