

ADMINISTRATIVE OFFICE OF THE SENATE  
**RECEIVED**  
 MAR 27 2025

**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
 Entity Name

Time/By: Ch 3:49

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**  
 Address : Copylandia Bldg.718 Bumatay St., Mandaluyong City, Metro Manila, Philippines 1550  
 Tel No. : 8535-8535 / 747-6222  
 TIN : 002-332-000-000

P.O. No. : **PO-25-03-040**  
 Date : 25-March-2025  
 Mode of Procurement: **DIRECT CONTRACTING**  
 Reference P.R. No. : **PR-25-03-137**  
 PRS  
 AB No. : -

Attention : **IRENE O. VELANTE**  
 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**  
 Date of Delivery : \_\_\_\_\_  
 Delivery Term : **2-3 days**  
 Payment Term : **Government Terms**  
 Warranty : -

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	CUTTING BLADE, For Horizon PC-640 Paper Cutting Machine	3	57,981.00	173,943.00
2	PIECE	CUTTING STICK, For Horizon PC-640 Paper Cutting Machine	6	1,109.00	6,654.00
		Nothing Follows			

300-2025-03-2024 P 173,943.00  
 200-2025-03-2025 P 6,654.00  
 03/26/25  
**RECEIVED**  
 APR 02 2025  
 By: RICA Time: 10:36  
 Property and Procurement Services

**SENATE OF THE PHILIPPINES RECEIVED**  
 APR 02 2025  
 BY: [Signature] TIME: 8:20  
 OFFICE OF THE DEPUTY SECRETARY  
 ADMINISTRATIVE AND FINANCIAL SERVICES  
**RECEIVED**  
 MAR 26 2025  
 By: [Signature] Time: 6:40 PM  
 Legislative Accounting Service

Page 1 of 1 **Grand Total: P180,597.00**

(Total amount in words) One Hundred Eighty Thousand Five Hundred Ninety-Seven 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]  
 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 P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS BAC ADVISORY RE AWARD DTD (March 11, 2025)

mzulqueta [Signature]  
 3/25/2025 / 2:16:09PM

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PPMS System Generated  
APR 02 2025

**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
Entity Name

Supplier : **ARJELON ENTERPRISES AND TRADING CORPORATION**

P.O. No. : **PO-25-03-041**

Address : Unit A13 Ellen's Building, Demarses Subdivision, Los Banos 4030 Laguna

Date : 25-March-2025

Tel No. : 09152858702 / 049-808-6514

Mode of Procurement: **SHOPPING**

TIN : 010-359-381-000

Reference P.R. No. : **PR-25-02-101**

BAC

AB No. : **AB-25-02-012**

Attention : **ARJELON M. MACANDILI**

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, GISIS BLDG. ROXAS BLVD. PASAY CITY**

Delivery Term : 15 calendar days

Date of Delivery :

Payment Term : Government Terms

Warranty : ---

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PACK	<b>STIRRER, for coffee</b> Specifications per PR: -Wooden/bamboo and individually wrapped; -At least 130mm length, 4.5mm width and 1.5mm thickness; -Packaging: At least 1000 pieces per pack;	1	500.00	500.00
2	PACK	<b>COFFEE</b> Specifications per PR: -Powder Instant Coffee and at least 1.9 grams per packet; -Packaging: At least 48 packets per pack; -Expiration: At least 6 months from delivery; -FDA registered;	16	150.00	2,400.00
3	PACK	<b>COFFEE CREAMER</b> Specifications per PR: -Powdered coffee creamer and at least 5 grams per packet; -Packaging: At least 48 packets per pack; -Expiration: At least 6 months from delivery; -FDA registered;	15	140.00	2,100.00
Nothing Follows					

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APR 02 2025

By: *WV* Time: 1:00PM  
Legislative Accounting Service

Page 1 of 1 **Grand Total: P5,000.00**

(Total amount in words) Five 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]*  
Signature over Printed Name of Supplier **ATTY. ARNEL JOSE S. BAÑAS**  
DEPUTY SECRETARY, AFS *[Signature]*  
Date \_\_\_\_\_

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_  
**JUDITH C. JEBULAN**  
Director III, Legislative Accounting Service  
Signature over Printed Name of Chief Accountant *[Signature]*

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 P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-25-02-012) OPENED ON 3/11/2025 AND PER BAC ADVISORY RE AWARD DTD 3/18/2025

ntomawis  
3/25/2025 / 4:20:45PM

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APR 02 2025  
RMS System Generated-4328

**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
Entity Name

Supplier : <b>ABSOLUTE SALES CORPORATION</b>	P.O. No. : <b>PO-25-03-042</b>
Address : Cristobal St. Brgy. 662 Zone 071 Paco Manila	Date : 25-March-2025
Tel No. : 09273397239 /	Mode of Procurement: SHOPPING
TIN : 005-010-910-00002	Reference P.R. No. : PR-25-02-101
	BAC
	AB No. : AB-25-02-012

Attention : RODERICK BALMACEDA  
 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 : <b>Rm. 401 Property and Procurement Service</b> <b>SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY</b>	Delivery Term : 7 CALENDAR DAYS
Date of Delivery :	Payment Term : Government Terms
	Warranty : ---

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	BOTTLE	<b>BOTTLED WATER</b> Specifications per PR: -Purified/Distilled Drinking Water and at least 350ml.; -Expiration: At least 6 months from delivery; -Packaging: Case/Pack/Box; -FDA registered; ----- Nothing Follows -----	1000		7,412.40

**RECEIVED**  
 APR 02 2025  
 By: RICA Time: 5:38  
 Property and Procurement Services

20-2025-04-2157  
 04-02-2025  
**SENATE OF THE PHILIPPINES**  
**RECEIVED**  
 APR 02 2025  
 BY: [Signature] TIME 4:30 PM  
 OFFICE OF THE DEPUTY SECRETARY  
 ADMINISTRATIVE AND FINANCIAL SERVICES

**RECEIVED**  
 APR 02 2025  
 By: [Signature] Time: 5:00 PM  
 Legislative Accounting Service

Page 1 of 1 **Grand Total: P7,412.40**

(Total amount in words) Seven Thousand Four Hundred Twelve Pesos and Forty Centavos 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]  
 Signature over Printed Name of Supplier **ATTY. ARNEL JOSE S. BAÑAS**  
 DEPUTY SECRETARY, AFS

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 P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-25-02-012) OPENED ON 3/11/2025 AND PER BAC ADVISORY RE AWARD DTD 3/18/2025

ntomawis  
 3/25/2025 / 4:37:48PM

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**RECEIVED**  
MAY 21 2025  
8:41

**PURCHASE ORDER**

**SENATE OF THE PHILIPPINES**  
Entity Name

Time By:                     

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**

P.O. No. : **PO-25-03-043**  
Date : **25-March-2025**

Address : **Copylandia Bldg.718 Bumatay St., Mandaluyong City, Metro Manila, Philippines 1550**

Mode of Procurement: **SHOPPING**

Tel No. : **535-8535 / 747-6222**

Reference P.R. No. : **PR-25-02-110**

TIN : **002-332-000-000**

AB No. : **AB-25-03-016**

Attention : **ROMEO A. PECHON**  
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**  
Date of Delivery :                     

Delivery Term : **30 DAYS**  
Payment Term : **Government Terms**  
Warranty :                     

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	RISO MASTER, For RISO SE 9380A	12	4,830.00	57,960.00
2	PIECE	RISO INK, For RISO SE 9380A	12	1,600.00	19,200.00
		Nothing Follows			

20-2025-03-2014  
03-27-2025

**RECEIVED**

MAR 31 2025

By:                      Time: 11:30

Property and Procurement Services

**RECEIVED**

MAR 27 2025

By:                      Time: 3:50PM

Legislative Accounting Service

Page 1 of 1 **Grand Total: P77,160.00**

(Total amount in words) **Seventy-Seven Thousand One Hundred Sixty 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:                       
**MTELECHOF I. LEBONCO**  
Signature over Printed Name of Supplier  
                      
Date

Very truly yours:                       
**JOCELYN A. YUZON**  
OFFICER-IN CHARGE  
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 P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-25-03-016) OPENED ON 3/4/2025 AND PER BAC ADVISORY RE AWARD DTD 3/24/2025

rgonzales  
3/26/2025 / 2:08:02PM

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