

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

Supplier :	UK OFFICE, INC.	P.O. No. :	PO-25-03-026
Address :	558 PLAZA LORENZO RUIZ, BINONDO, MANILA METRO MANILA	Date :	11-March-2025
Tel No. :	241-5832 / 241-7372 / 242-5082 / 244 3103	Mode of Procurement:	SHOPPING
TIN :	200-671-947-000	Reference P.R. No. :	PR-25-01-041
		EDP-MIS OG	
		AB No. :	AB-E-25-02-002

Attention : Blesilda Encila
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 :	30 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	BOX	CONTINUOUS FORM, 5 ply Specifications per PR: CONTINUOUS FORM, 5 PLY, 11X14-7/8 PLAIN CARBONLESS WITH BOTH SIDE PERFORATION NO NUMBER, 250 SETS/BOX Nothing Follows	50	2,000.00	100,000.00

200 - 2025 03 - 1601

3/12

RECEIVED

MAR 13 2025

By: [Signature] Time: 11:07

Property and Procurement Services

SENATE OF THE PHILIPPINES

RECEIVED

MAR 13 2025

By: [Signature] Time: 9:30

OFFICE OF THE DEPUTY SECRETARY

ADMINISTRATIVE AND FINANCIAL SERVICES

Senate of the Philippines

Office of the Executive Director

Administrative & Financial Services

RECEIVED

MAR 12 2025

By: [Signature] Time: 5:27

Legislative Accounting Service

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Grand Total: P100,000.00

(Total amount in words) One Hundred 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, AFS

Date

Fund Cluster:	ORS/BURS No. :
Funds Available:	Date of the ORS/BURS:
JUDITH C. JEBULAN Director III, Legislative Accounting Service	Amount :
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 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-E-25-02-002) OPENED ON (FEBRUARY 18, 2025) AND PER BAQ ADVISORY RE AWARD DTD (FEBRUARY 25, 2025)