



**PORO POINT MANAGEMENT CORPORATION**  
A member of the Bases Conversion and Development Authority



# PURCHASE ORDER

PO Number **PO001298**

<b>TO:</b> ELYU SUPPLY ENTERPRISES OPC Ortega Street, City of San Fernando, La Union 2500  Contact Name: Tel No.: TIN: 769-150-362-000	<b>DELIVER/SHIP TO:</b> Poro Point Management Corporation Gov. Joaquin L. Ortega Avenue Poro Point Freeport Zone, Poro San Fernando, La Union 2500 Contact Name: Tel No.: 0722424016 Fax No.: 0722420683 TIN: 005853269
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PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
2/16/2024	PR NO.0001290	HR and Administration	Shopping	15 WD upon receipt of PO	-	CREDIT 30

Item	Quantity	Unit	Description	Unit Cost	Amount
1	167.00	REAM	BOND PAPER, A4 PPC	202.00	33,734.00
2	20.00	PIECE	CORRECTION ROLLER	17.00	340.00
3	100.00	PIECE	ENVELOPE, long brown, documentary	2.00	200.00
4	500.00	PIECE	ENVELOPE, mailing, white long	1.00	500.00
5	100.00	PIECE	ENVELOPE, short brown	1.50	150.00
6	96.00	PIECE	PAPER CLAMP, 1 1/4"	2.50	240.00
7	20.00	BOX	PAPER CLIP, big	21.00	420.00
8	30.00	BOX	PAPER CLIP, small	9.00	270.00
9	10.00	BOX	PAPER FASTENER, plastic	34.00	340.00
10	20.00	PAD	POST IT, 2X3	13.00	260.00
11	20.00	PAD	POST IT, 3X4	27.00	540.00
12	15.00	PAD	POST IT (Sign Here)	33.00	495.00
13	3.00	PIECE	PUNCHER	163.00	489.00
14	40.00	PIECE	RECORD BOOK, 300 pages	72.00	2,880.00
15	10.00	PIECE	STAPLE WIRE, standard #35	29.00	290.00
16	5.00	PIECE	STAPLER with remover, HD-50/50R	130.00	650.00
17	3.00	PIECE	TAPE DISPENSER	111.00	333.00
18	12.00	PIECE	TAPE, masking 1"	23.00	276.00

NOTE: 1ST QUARTER OFFICE SUPPLIER FOR CY 2024

**PESOS: FORTY TWO THOUSAND FOUR HUNDRED SEVEN AND 00/100 PESOS ONLY** 42,407.00

Note: Please attach the original copy of this order together with the DELIVERY RECEIPT and SALES INVOICE in the triplicate.

FUNDS AVAILABLE:

Lenima B. Judan  
Finance Manager

Abigail Q. Peralta  
Budget Officer

Recommended by:

María Victoria De Guzman - Soriano  
Vice President for HR and Administration

Approved by:

Atty. Felix S. Racadio  
President and CEO

Office of the Assistant Secretary  
**RECEIVED**  
DATE: Feb. 20, 2024  
BY:



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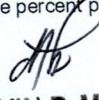
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I hereby certify that I am the authorized representative of the seller/supplier and by affixing my signature on this PO, the seller/ supplier is legally bound by the terms and conditions of this PO and all applicable provisions of RA 9184 and its revised IRR and other related laws and governmental rules and regulations.

I further certify that the above goods with the corresponding prices, including the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery to PPMC.

PPMC has the right to unilaterally cancel this Purchase Order (PO) if seller/supplier fails to deliver within 30 days from receipt of the PO the goods stated herein. However, if seller/supplier wish to deliver such goods after the 30-day period, seller/supplier shall request PPMC in writing to do so and if PPMC may grant such request, likewise in writing, seller/supplier shall pay PPMC one tenth of one percent per day of delay of the total cost of such goods.

Date Received: 2/19/24

CONFORME:   
**MARVIN P. MARTICIO**  
 Printed Name and Signature of Authorized Representative