PORO POINT MANAGEMENT CORPORATION

A member of the Bases Conversion and Development Authority

BAGONG PILIPINAS

PURCHASE ORDER

PO Number PO001677

TO:

LAMBERT TRADING
Marcos District,
Talavera, Nueva Ecija 3114

Contact Name:
Tel No.: 044 940 6215
TIN: 220 834 592 000

DELIVER/SHIP TO:

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

COMMISSION ON AUDIT REGION I
Office of the Auditor CGS 7A Team 3
RECEIVED
DATE: 5/14/2025

PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
5/7/2025		HR and Administration	Shopping	15 WD upon receipt of P.O	-	CREDIT 30

Item	Quantity	Unit	Description	Unit Cost	Amount
1	84.00	PIECE	BALLPEN, black fine point	4.75	399.00
2	10.00	PACK	BOARD PAPER, long	31.75	317.50
3	10.00	PIECE	COMPACT DISK RECORDABLE-WRITABLE,with case	40.75	407.50
4	40.00	PIECE	CORRECTION ROLLER	19.25	770.00
5	150.00	PIECE	ENVELOPE, long brown, documentary	1.50	225.00
6	200.00	PIECE	ENVELOPE, long expanding	10.75	2,150.00
7	200.00	PIECE	FOLDER, long expanding	12.25	2,450.00
8	200.00	PIECE	FOLDER, long ordinary	3.75	750.00
9	60.00	PIECE	PAPER CLAMP, 1 1/4"	2.25	135.00
10	120.00	PIECE	PAPER CLAMP, 2"	4.00	480.00
11	120.00	PIECE	PAPER CLAMP, 3/4"	1.00	120.00
12	20.00	BOX	PAPER CLIP, big	16.00	320.00
13	15.00	PAD	POST IT, 2X3	11.50	172.50
14	15.00	PAD	POST IT, 3X4	22.00	330.00
15	10.00	PAD	POST IT (Sign Here)	21.50	215.00
16	300.00	PIECE	PUNCH CARD FOR ELECTRONIC TIME RECORDER	1.75	525.00
17	20.00	PIECE	RECORD BOOK, 300 pages	45.25	905.00
18	72.00	PIECE	SIGN PEN, black	20.75	1,494.00
19	2.00	BOTTLE	STAMP PAD INK, RED	12.50	25.00
20	10.00	BOTTLE	Ink, Brother - BT D60 Black	452.50	4,525.00
21	10.00	BOTTLE	Ink, Brother - BT 5000 Magenta	452.50	4,525.00
22	10.00	BOTTLE	Ink, Brother - BT 5000 Cyan	452.50	4,525.00
23	10.00	BOTTLE	Ink, Brother - BT 5000 Yellow	452.50	4,525.00

NOTE: OFFICE SUPPLIES FOR 2ND QUARTER CY 2025

PESOS: THIRTY THOUSAND TWO HUNDRED NINETY AND 50/100 PESOS ONLY — 30,290.50

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

Ms. Clarisse Joy N. Lucuta
OIC - Budget Officer

Office supplies

Recommended by:

Maria Victoria D. Guzman - Soriano
Vice President for HR and Administration

Approved by:

Atty. Felix S. Racadio
President and CEO

Approved verbally via messenger call 5/8/2025

OPRS 05 2025 - 0109

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BAGONG PILIPINAS

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: MAY 09, 2025

CONFORME:

LORAINE A. MALUBAG

Printed Name and Signature of Authorized Representative

PMR NO. 25-05-06