



PORO POINT MANAGEMENT CORPORATION

A member of the Bases Conversion and Development Authority



PURCHASE ORDER

PO Number PO001612

TO:

La Union Morning Star Enterprises
1456 Zone 6 Mabini Street
Catbangan
San Fernando, La Union
Contact Name:
Tel No.: 072 607 8418
TIN: 103-277-963-000

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 1
Office of the Auditor-CGS 7A Team 3

RECEIVED

DATE: 2/24/2025

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PO Date of Approval		PR No.		Requesting Department		Mode of Procurement		Date of Delivery		Delivery Term		Payment Term		
2/18/2025				HR and Administration		Shopping		15 WD upon receipt of P.O.		-		CREDIT 30		
Item	Quantity	Unit	Description								Unit Cost		Amount	

1	25.00	PIECE	BATTERY, size AA	23.00	575.00
2	10.00	PIECE	BATTERY, size AAA	35.00	350.00
3	4.00	BOX	CARBON PAPER, 216MM X 330MM	185.00	740.00
4	20.00	PIECE	COMPACT DISK RECORDABLE-WRITABLE,with case	44.00	880.00
5	40.00	PIECE	CORRECTION ROLLER	20.00	800.00
6	200.00	PIECE	LETTER ENVELOPE, long white	0.60	120.00
7	20.00	PIECE	FILE BOX,single	107.00	2,140.00
8	10.00	PIECE	FILE BOX,double	210.00	2,100.00
9	200.00	PIECE	FOLDER, long ordinary	3.95	790.00
10	15.00	CART	INK CARTRIDGE, CANON PIXMA black #810	1,197.00	17,955.00
11	10.00	CART	INK CARTRIDGE, CANON PIXMA color #811	1,588.00	15,880.00
12	60.00	PIECE	PAPER CLAMP, 1 1/4"	1.80	108.00
13	120.00	PIECE	PAPER CLAMP, 3/4"	0.90	108.00
14	30.00	BOX	PAPER CLIP, big	17.50	525.00
15	30.00	BOX	PAPER CLIP, small	11.30	339.00
16	12.00	PIECE	PENCIL, #2	5.00	60.00
17	20.00	PAD	POST IT, 3X4	21.50	430.00
18	10.00	PIECE	RING BINDER, 1" plastic black	35.50	355.00
19	36.00	PIECE	SIGN PEN, black	21.00	756.00
20	5.00	PIECE	STAPLER with remover	90.00	450.00
21	45.00	PIECE	STORAGE BOX, with cover (RED)	350.00	15,750.00
22	5.00	PIECE	STORAGE BOX, with cover (green)	350.00	1,750.00
23	12.00	PIECE	TAPE, masking 1"	37.00	444.00
24	24.00	PIECE	TAPE, transparent 1"	12.00	288.00
25	6.00	PIECE	TAPE, transparent 2"	21.00	126.00
26	3.00	REAM	BOND PAPER, A3 S20	370.00	1,110.00



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NOTE: OFFICE SUPPLY FOR THE 1ST QUARTER CY 2025

PESOS: SIXTY FOUR THOUSAND NINE HUNDRED TWENTY NINE AND 00/100 PESOS ONLY	64,929.00
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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:

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

Approved by:

Atty. Felix S. Racadio
President and CEO

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: 2-21-25

CONFORME: Gloria Pinaruan

Printed Name and Signature of Authorized Representative

PMR NO. 25-02-11

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