



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



# PURCHASE ORDER

PO Number PO001613

COMMISSION ON AUDIT REGION I  
Office of the Auditor-CGS 7A Team 3

**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

RECEIVED  
DATE: 2/24/2025  
BY: [Signature]

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.	-	30 Days
Item	Quantity	Unit	Description	Unit Cost	Amount	

1	72.00	PIECE	BALLPEN, black fine point	5.25	378.00	
2	12.00	PIECE	BALLPEN, red fine point	5.25	63.00	
3	10.00	PACK	BOARD PAPER, long	29.75	297.50	
4	233.00	REAM	BOND PAPER, A4 PPC	167.00	38,911.00	
5	25.00	REAM	BOND PAPER, long S20	185.00	4,625.00	
6	100.00	PIECE	ENVELOPE, long brown, documentary	1.75	175.00	
7	200.00	PIECE	ENVELOPE, long expanding	11.50	2,300.00	
8	5.00	ITEM	FLASH DRIVE 32 GB	265.00	1,330.00	
9	300.00	PIECE	FOLDER, long expanding	13.00	3,900.00	
10	25.00	PIECE	HIGHLIGHTER, assorted colors	14.00	350.00	
11	10.00	PIECE	MARKING PEN, permanent black	11.00	110.00	
12	192.00	PIECE	PAPER CLAMP, 2"	4.25	816.00	
13	20.00	BOX	PAPER FASTENER, plastic	27.25	545.00	
14	10.00	PAD	POST IT, 2X3	12.25	122.50	
15	15.00	PAD	POST IT (Sign Here)	23.00	345.00	
16	300.00	PIECE	PUNCH CARD FOR ELECTRONIC TIME RECORDER	1.75	525.00	
17	20.00	PIECE	RECORD BOOK, 300 pages	51.50	1,030.00	
18	10.00	PIECE	RING BINDER, 1/2" plastic black	9.25	92.50	
19	40.00	BOTTLE	Ink, Brother - BT D80 Black	458.50	18,340.00	
20	30.00	BOTTLE	Ink, Brother - BT 5000 Magenta	458.50	13,755.00	
21	30.00	BOTTLE	Ink, Brother - BT 5000 Cyan	458.50	13,755.00	
22	30.00	BOTTLE	Ink, Brother - BT 5000 Yellow	458.50	13,755.00	



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NOTE: OFFICE SUPPLY FOR 1ST QUARTER FOR CY 2025

PESOS: ONE HUNDRED FIFTEEN THOUSAND FIVE HUNDRED TWENTY AND 50/100 PESOS ONLY

115,520.50

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

FUNDS AVAILABLE:

Loraine A. Judan  
Finance Manager

Abigail D. Peralta  
Budget Officer *Ma Supina Esp*

Recommended by

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

Approved by

Atty. Felix S. Raciona

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 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.

CONFORME:

LORAINA A. MALUBAG

Date Received: FEBRUARY 21, 2025

Printed Name and Signature of Authorized Representative

PMR NO. 25-02-12