

**PURCHASE ORDER**

Department of Justice

Agency

Supplier: <b>ALECA PRINT HOUSE</b>	P.O. No.: 2020-06-012
Address: 7548 Cruz Compound, Sucat Road, Parañaque City	Date: 6/16/2020
TIN: 119-513-627-000	Mode of Procurement <u>Small Value Procurement</u>

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>Department of Justice, P. Faura St., Ermita Manila</u>	Delivery Term: <u>30 calendar days</u>
Date of Delivery: _____	Payment Term: <u>Government Procedure</u>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	piece	BPP Index Card 5" W x 3" H, Vellum #100 one color, one side printing, offset printing	4,000	1.33	5,300.00
	ream	BPP DOP (A) 8 1/2" W x 13" H, Book Paper #70 one color, one side printing, offset printing	20	800.00	16,000.00
	ream	BPP DOP (B) 8 1/2" W x 13" H, Book Paper #70 one color, one side printing, offset printing	20	800.00	16,000.00
	piece	DOJ Leave Card 8 1/4" W x 10 1/4" H, Vellum #120 one color, two sides printing, offset printing	4,000	3.70	14,800.00
<b>Page 1-Sub-Total</b>					<b>52,100.00</b>

(Total Amount in Words)

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

  
**ADRIAN FERDINAND S. SUGAY**  
 Undersecretary

9-1-2020  
 Date

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_

ORS/BURS No.: 02-10101-200-08-01864Date of the ORS/BURS: 8/24Amount: ₱68900

  
**EMMANUEL LOWELL A. PANDAAN**  
 Chief Accountant

**PURCHASE ORDER**

Department of Justice

Agency

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Date of Delivery: _____	Payment Term: <b>Government Procedure</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	piece	OADR Newsletter standard newsletter size, 280 x 216 mm 16" x 11" (spread), 8" x 11" (folded) portrait, full color, glossy paper C2S 100# #148 gsm bi-fold, 4 pages	1,000	16.80 P	16,800.00
<b>Page 2-Sub-Total</b>					<b>16,800.00</b>
<b>TOTAL P</b>					<b>68,900.00</b>

(Total Amount in Words) SIXTY EIGHT THOUSAND NINE HUNDRED PESOS

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:

  
Mirachelle dela Peña  
 Signature over Printed Name of Supplier


9-1-2020  
 Date

Very truly yours,

  
**ADRIAN FERDINAND S. SUGAY**  
 Undersecretary

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_

ORS/BURS No.: 02-0101-200-08-0564Date of the ORS/BURS: 8/24Amount: ₱ 68900

  
**EMMANUEL LOWELL A. PANDAAN**  
 Chief Accountant