





PURCHASE ORDER
PHILIPPINE INFORMATION AGENCY

Supplier : BAN BEE COMMERCIAL CO., INC.		P.O. No. : 23-11-075			
Address : 856 Claro M. Recto Ave., Binondo Manila		Date : 29 November 2023			
Gentlemen:		Mode of Procurement : Shopping (Sec.52.1.b)			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : 3F PIA Bldg., Visayas Ave., Quezon City		Delivery Term : 30 days			
Date of Delivery :		Payment Term :			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lot 1 - Various Office Supplies			
		ALCOHOL, Ethyl / gallon	30 gals.	300.00	9,000.00
		SIGN PEN, Black, liquid or gel	150 pcs	28.00	4,200.00
		SIGN PEN, Blue, liquid or gel	300 pcs	28.00	8,400.00
		BATTERY, dry cell, size AA, two (2) pieces per blister pack	150 packs	40.00	6,000.00
		BATTERY, dry cell, size AAA, two (2) pieces per blister pack	150 packs	40.00	6,000.00
		DISINFECTANT SPRAY, Aerosol type (400g)	45 cans	388.00	17,460.00
		FURNITURE CLEANER, Aerosol type (330ml)	30 cans	210.00	6,300.00
		TRASHBAG, black (37" x 40"), XL, 10 pieces per roll or pack	10 packs	60.00	600.00
		GLUE, all purpose (225g)	15 jars	140.00	2,100.00
		STAPLE WIRE, standard	23 boxes	35.00	805.00
		TAPE, masking (24mm)	54 rolls	35.00	1,890.00
		TAPE, masking (48mm)	40 rolls	65.00	2,600.00
		TAPE, packaging (48mm)	39 rolls	30.00	1,170.00
		TAPE, transparent (24mm)	45 rolls	16.00	720.00
		Purpose: For the official use of PIA Central Office and NCR for the 4th quarter of 2023	REQUISITIONING OFFICE/DEPT:		
			ATTY. JULIUS S. DE PERALTA		
			Chief, Administrative Division		
		page 1 of 4	Sub-total: PHP67,245.00		
(Total Amount in Words) Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only					
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		Signature over Printed Name of Authorized Official			
12-07-2023		Deputy Director-General			
Date		Designation			
Fund Cluster : 101		ORS/BURS No. : 02-101101-2023-12-2808			
Funds Available : Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only		Date of the ORS/BURS: DEC. 4, 2023			
ADELE RACHEL M. AQUINO		Amount : ₱288,397.-			
OIC, Agency Accountant					
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit					

ADMIN AND FINANCE
RECEIVED
NAME: WILSON T. BUERANO JR. TIME: 3:01 PM
DATE: 12/1/23

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Date of Delivery :		Payment Term :			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lot 1 - Various Office Supplies			
		TAPE, transparent (48mm)	45 rolls	33.00	1,485.00
		CLIP, blackfold (19mm)	70 boxes	20.00	1,400.00
		CLIP, blackfold (25mm)	74 boxes	25.00	1,850.00
		CLIP, blackfold (32mm)	80 boxes	35.00	2,800.00
		CLIP, blackfold (50mm)	75 boxes	70.00	5,250.00
		CORRECTION TAPE (8 meters)	150 pcs	21.00	3,150.00
		FILE TAB/INDEX DIVIDER, Bristol board, legal	325 sets	20.00	6,500.00
		MARKER, Fluorescent, 3 colors per set	58 sets	60.00	3,480.00
		MARKER, Permanent (black)	8 pcs	20.00	160.00
		MARKER, Whiteboard (black)	60 pcs	30.00	1,800.00
		MARKER, Whiteboard (blue)	60 pcs	30.00	1,800.00
		PAPER CLIP, vinyl/plastic coated,jumbo (33mm)	90 boxes	11.00	990.00
		PAPER CLIP, vinyl/plastic coated, jumbo (50mm)	90 boxes	22.00	1,980.00
		RUBBER BAND No.18 (350g)	5 boxes	140.00	700.00
		Purpose: For the official use of PIA Central Office and NCR for the 4th quarter of 2023	REQUISITIONING OFFICE/DEPT:		
			ATTY. JULIUS S. DE PERALTA		
			Chief, Administrative Division		
		page 2 of 4	Sub-total: PHP33,345.00		
(Total Amount in Words) Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only					
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		Signature over Printed Name of Authorized Official			
12-07-2023		Deputy Director-General			
Date		Designation			
Fund Cluster : 101		ORS/BURS No. : 02-101101-2023-12-2808			
Funds Available : Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only.		Date of the ORS/BURS: DEC. 4, 2023			
ADELE RACHEL M. AQUINO		Amount : P 288,397.			
OIC, Agency Accountant					
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit					

PURCHASE ORDER
PHILIPPINE INFORMATION AGENCY



Supplier : BAN BEE COMMERCIAL CO., INC. Address : 856 Claro M. Recto Ave., Binondo Manila	P.O. No. : 23-11-075 Date : 29 November 2023 Mode of Procurement : Shopping (Sec.52.1.b)
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : 3F PIA Bldg., Visayas Ave., Quezon City	Delivery Term : 30 days
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lot 1 - Various Office Supplies			
		STAMP PAD, felt	11 pcs	50.00	550.00
		SCISSORS, <i>symmetrical or asymmetrical</i>	12 pcs	50.00	600.00
		NOTE PAD, stick on (2" x 3"), 100 sheets per pad	80 pads	16.00	1,280.00
		NOTE PAD, stick on (3" x 4"), 100 sheets per pad	80 pads	26.00	2,080.00
		NOTE PAD, stick on (3" x 3"), 100 sheets per pad	100 pads	22.00	2,200.00
		NOTEBOOK, stenographer (60 leaves)	88 pcs	24.00	2,112.00
		PAPER, MULTICOPY A4, 80gsm, <i>500 sheets per ream</i>	353 reams	210.00	74,130.00
		RECORD BOOK (300 pages)	10 books	85.00	850.00
		RECORD BOOK (500 pages)	24 books	110.00	2,640.00
		TOILET TISSUE PAPER (2 ply), <i>12 rolls in a pack</i>	300 packs	120.00	36,000.00
		INSECTICIDE (600ml)	43 cans	350.00	15,050.00
		BALLPEN (blue)	305 pcs	5.00	1,525.00
		BALLPEN (black)	156 pcs	5.00	780.00
		FASTENER, <i>plastic</i>	23 boxes	35.00	805.00
		REQUISITIONING OFFICE/DEPT:			
		ATTY. JULIUS S. DE PERALTA			
		<i>Chief, Administrative Division</i>			
		Purpose: For the official use of PIA Central Office and NCR for the 4th quarter of 2023			
		page 3 of 4			
		Sub-total: PHP140,602.00			

(Total Amount in Words) Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only

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: <div style="text-align: center;">  Signature over Printed Name of Supplier <u>12-07-2023</u> Date </div>	Very truly yours, <div style="text-align: center;">  WILSON T. BUERANO JR. Signature over Printed Name of Authorized Official <i>Deputy Director-General</i> Designation </div>

Fund Cluster : <u>101</u> Funds Available : <u>Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only.</u> <div style="text-align: center;"> ADELE RACHEL M. AQUINO <i>OIC, Agency Accountant</i> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit </div>	ORS/BURS No. : <u>02-101101-2023-12-2808</u> Date of the ORS/BURS: <u>Dec. 4, 2023</u> Amount : <u>₱ 288,397.-</u>
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P.O. No. : 23-11-075					
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Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
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Delivery Term : 30 days					
Date of Delivery :					
Payment Term :					
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lot 1 - Various Office Supplies			
		SIGN HERE (Sticker 1")	80 pads	120.00	9,600.00
		INDICATOR STICKY FLAGS	41 pads	50.00	2,050.00
		BATTERY DRY CELL, size C (2 pcs per pack)	25 packs	80.00	2,000.00
		COPY PAPER, Letter size, 80gsm	27 reams	200.00	5,400.00
		PHOTO PAPER	21 packs	85.00	1,785.00
		STICKER PAPER, Matte A4, 10 pieces per pack	82 packs	50.00	4,100.00
		EXTERNAL HARD DRIVE (1TB)	5 pcs	3,600.00	18,000.00
		FLASH DRIVE (16GB)	5 pcs	260.00	1,300.00
		FLASH DRIVE (32GB)	9 pcs	330.00	2,970.00
				subtotal	47,205.00
				p1	67,245.00
				p2	33,345.00
				p3	140,602.00
		Purpose: For the official use of PIA Central Office and NCR for the 4th quarter of 2023	REQUISITIONING OFFICE/DEPT: ATTY. JULIUS S. DE PERALTA Chief, Administrative Division		
		page 4 of 4	Total: PHP288,397.00		
(Total Amount in Words) Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only					
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Conforme:			Very truly yours,		
Signature over Printed Name of Supplier Raffy Bataller 12-07-2023 Date			WILSON T. BUERANO JR. Signature over Printed Name of Authorized Official Deputy Director-General Designation		
Fund Cluster :	101		ORS/BURS No. : 02-101101-2023-12-2808		
Funds Available :	Two Hundred Eighty-Eight Thousand Three Hundred Ninety-Seven Pesos Only.		Date of the ORS/BURS: DEC. 4, 2023		
ADELE RACHEL M. AQUINO OIC, Agency Accountant Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			Amount : ₱ 288,397.-		