



**PURCHASE ORDER
PHILIPPINE INFORMATION AGENCY**



Supplier **ATR MULTI TRADE CONCEPT INC.**

P.O. No. : 24-12-092

Address **223 Riverside Drive, Provident Village, Marikina City**

Date : **23 December 2024**

Mode of Procurement: **NP-53.9-Small Value Proc**

Gentlemen:

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

Place of Delivery: **PIA - Central Office, PIA Bldg., Visayas Avenue, Quezon City** Delivery Term : **30 days**

Date of Delivery : _____

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pieces	Supply and delivery of Customized Heavy-duty File Folders Customized heavy-duty expandable pressboard file folder with tab 2' folder expansion Thickness - same as pressboard used for magazine boxes Color: Navy or dark blue Size: Legal Design: Please see attachments *** Nothing Follows *** Purpose: To replace the old and dilapidated 201 file folders of the Agency and to enhance the HRDD 201 file room in pursuit of CSC PRIME-HRM standards.	800	144.88	115,904.00
				Php	115,904.00

(Total Amount in Words) One Hundred Fifteen Thousand Nine Hundred Four 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:

**SIGNATURE
REDACTED**

JOSEPH RAMOS
Signature over Printed Name of Supplier

1/7/2025
Date

Very truly yours,

**SIGNATURE
REDACTED**

WILSON T. BUERANO JR.
Signature over Printed Name of Authorized
Deputy Director-General for Finance
Designation

Fund Cluster : **101**

Funds Available : **One Hundred fifteen Thousand Nine-Hundred Four Pesos only**

**SIGNATURE
REDACTED**

ADELE RACHEL M. AQUINO
Agency Accountant
Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

ORS/BURS No. : **05-10101-2024-12-3245**

Date of the ORS/BURS: **26 Dec 2024**

Amount : **115,904-**

Land Bank of the Philippines (LBP) Account Details:

ACCOUNT NAME: **ATR MULTI TRADE CONCEPT INC.**

BANK ACCOUNT NUMBER: **2721-1045-19**

BANK BRANCH: **Marikina Branch**