

PURCHASE ORDER

Philippine Ports Authority

Run Date: 07-SEP-2025 09:49:31
Run By: BAHALVA

Supplier: GGL OFFICE AND SCHOOL SUPPLIES TRADING
Address: D SILANG ST BOLONIO VALDEZ BLDG BRGY. 10 BATANGAS
CITY BATANGAS, 4200
TIN: 341-726-804-00000
PO Type: STANDARD
Mode of Procurement: Small Value

PO No.: M201-002052-26
PO Date: 07-SEP-26
PR No.: M201-1651-26
PR Date: 03-AUG-26

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

Place of Delivery: PMO - BAT

Delivery Term: 10 days upon receipt of written Notice to Proceed

Date of Delivery:

Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
CCS-ASD138	BOX	Continuous Form 3 Ply, 9 1/2 x 11" (1000 sheets per box), Colored, Carbonless	45.00	1,388.0000	62,460.00
IL00FCSUP86	BOX	Hi Tech Point V10 Grip (Blue) 12 pcs/box	3.00	990.0000	2,970.00
COS-ASD1031	PK	Envelope, Documentary, Legal Size (100 pcs per pack)	1.00	650.0000	650.00
COS-ASD1400	PC	Ribbon Cartridge, for Epson LQ-310 (Original)	48.00	228.0000	10,944.00

INPUT VAT - EXEMPT

0.00

Total: Seventy-Seven Thousand Twenty-Four Pesos

77,024.00

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.

It is understood that this Purchase Order will be served in Accordance with applicable laws, rules and regulations.

Recommending Approval:

Margarita E. Villamor
Division Manager A - Administrative Division

Conforms:

Guillermo G. Laurio Jr.
Signature Over Printed Name of Supplier

Date

Approved:

Aurora A. Mendoza
Port Manager

Funds Available:

Raquel B. Lacsamana
Corporate Finance Services Chief