# PURCHASE ORDER

Philippine Ports Authority

Run Date: 14-SEP-2024 14:20:40
Run By: BANALVR

Supplier: GGL OFFICE AND SCHOOL SUPPLIES TRADING
Address: D SILANG ST BOLONIO VALDEZ BLDG BRGY. 10 BATANGAS CITY BATANGAS, 4200
TIN: 341-726-604-00000
PO Type: STANDARD
Mode of Procurement: SHOPPING

PO No.: BAT-1864-24
PO Date: 14-SEP-24
PR No.: BAT-1486-24
PR Date: 05-AUG-24

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

Place of Delivery: PMO - BAT
Date of Delivery:

Delivery Term: 15 days upon receipt of written Notice to Proceed
Payment Term: Immediate

| Item No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| NPS-PPA223 | BOX | Hi-Techpoint v10 Grip Roller Ballpen, Black, 12's | 3.00 | 140.0000 | 420.00 |
| NPS-PPA850 | UNT | Calculator, 2 way power, 12 digits, Regular percentage calculations, Two way power, Extra large display, Dim (DxWxH): 158x151x32mm | 9.00 | 525.0000 | 4,725.00 |
| CCS-ASD991 | CAR | Ink, Epson 008 (Black) | 1.00 | 455.0000 | 455.00 |
| CCS-ASD997 | UNT | Drum Unit for MP Gestetner 2014 AD (Original) | 1.00 | 7,250.0000 | 7,250.00 |
| CCS-ASD997 | CAR | Toner Gestetner MP 2701 (Original) | 1.00 | 3,700.0000 | 3,700.00 |

INPUT VAT - EXEMPT 0.00

Total: Sixteen Thousand Five Hundred Fifty Pesos 16,550.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent of the total value of this Order for each day of delay shall be imposed.

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

Recommending Approval:

Margarita Emelyn B. Villamor
Division Manager A, Administrative Division

Approved:

Joselito O. Sinocruz
Port Manager

Conforme:

**GUILLERMO G. LAURIO JR.**
Signature Over Printed Name of Supplier

**September 20, 2024**
Date

Funds Available:

Raquel B. Lacsamana
Corporate Finance Services Chief

BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

09162402

SEP 16 2024

**GUILLERMO G LAURIO JR.**
Proprietor
**GGL Office and School Supplies Trading**
2F Bolonio Valdez Bldg.
D.Silang St., Barangay 10
Batangas City
glrenigan@gmail.com

Dear **Mr Laurio:**

As part of the globalization of services being offered in the Philippine Ports Authority – Port Management Office of Batangas (PPA-PMO BGS), international set of standards have been adopted in our operations following conformance to the Integrated Management System (IMS), namely:

- Environmental Management System: ISO 14001:2015
- Occupational Health and Safety Management: ISO 45001:2018
- Quality Management System: ISO 9001:2018

In this regard and as part of the Interested Parties doing business with us, we would like to inform you that as our legitimate supplier, you are hereby advised to abide, through all possible means, our established EHSQ Policy as stated below:

> *It is the policy of PPA to establish and implement and Integrated Management System which aims to:*
>
> - *Reduce environmental impact form port activities;*
> - *Protect the well-being of all interested parties; and*
> - *Continually improve the quality of port operations and services.*

Thank you very much and we highly expect your cooperation on the matter.

Truly yours,

**JOSELITO C SINOCRUZ PhD**
Port Manager

ADMIN:MBBV/VRB/smgm