

PURCHASE ORDER

Philippine Ports Authority

Run Date: 06-NOV-2023 14:32:14
Run By: BANALVR

Supplier: PAPER PLANE GENERAL MERCHANDISE CO.
Address: 2nd floor P&C Bldg. P. Canlapan Street corner NOBL Brgy. 10
(Pob.)
TIN: 010-436-201-000
PO Type: STANDARD
Mode of Procurement: SMALL VALUE

PO No.: BAT-1756-23
PO Date: 06-NOV-23
PR No.: BAT-1396-23
PR Date: 07-OCT-23

Gentlemen:

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

Place of Delivery: PMO - BAT

Delivery Term: 15 days upon receipt of Notice to Proceed

Date of Delivery:

Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
NPS-PPA516	UNT	Fax Machine (Please see attached specifications)	1.00	12,500.0000	12,500.00
NPS-PPA5020	UNT	Microphone (Please see attached specifications)	2.00	32,000.0000	64,000.00
COS-ASD1267	UNT	Printer - Laserjet (Please see attached specifications)	20.00	9,500.0000	190,000.00
COS-ASD1267	UNT	Printer - Colored (Please see attached specifications)	5.00	16,000.0000	80,000.00
COS-ASD1267	UNT	Printer - Inkjet (Please see attached specifications)	2.00	28,000.0000	56,000.00
COS-ASD1267	UNT	Printer for official receipt "Dot Matrix" (Please see attached specifications)	10.00	17,750.0000	177,500.00
DGT-PPA1999	UNT	Document Scanner (Please see attached specifications)	1.00	35,000.0000	35,000.00
OOS-ASD3042	UNT	Webcam with Microphone (Please see attached specifications)	4.00	7,446.0000	29,784.00
OOS-ASD3042	UNT	Camera for Video Conferencing (Please see attached specifications)	1.00	45,000.0000	45,000.00

INPUT VAT - EXEMPT 0.00

Total: Six Hundred Eighty-Nine Thousand Seven Hundred Eighty-Four Pesos 689,784.00

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:

Approved:

Margarita Emery B. Villamor

Joselito O. Sinocruz

Division Manager A, Administrative Division

Port Manager

Conforme:

RAMEL D. BIBAL

Signature Over Printed Name of Supplier

November 9, 2023

Date

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Funds Available:



Raquel B. Lacsamana
Corporate Finance Services Chief

11072307

NOV 07 2023



RAMEL DE JESUS BIBAL

General Manager
Paper Plane General Merchandise Co.
2nd Floor, P&C Building, P. Canlapan St.
cor. Noble St. Poblacion (Brgy. 10)
Batangas City
rr.paperplane@gmail.com

Dear **Mr Bibal**:

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 O SINDICRUZ PhD
Port Manager

ADMIN:MEBV/VRB/smgm