

**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
 Entity Name

Supplier : <b>VIVA SALES ENTERPRISES</b> Address : 1739-1741 OROQUIETA Street, Sta Cruz, Manila, 1003, Metro Manila Tel No. : 254-7474/254-7471 / 251-0861/254-7475 TIN : 103-919-881-000	P.O. No. : <b>PO-23-04-046</b> Date : 18-April-2023 Mode of Procurement: SHOPPING Reference P.R. No. : PR-23-02-090 PRIB AB No. : AB-23-02-004
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Attention : JAIME IBARRA CHUA  
 Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

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

Rm. 401 Property and Procurement Service Place of Delivery : <b>SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY</b> Date of Delivery : _____	Delivery Term : 15 TO 30 WD Payment Term : Government Terms Warranty : ---
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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	<b>CD/DVD MARKER PEN</b> Specifications per PR: <b>CD/DVD MARKER PEN</b> Specifications: •Universal Marker Pen •Extra Fine Tip or Small •Clear Writing •Water resistant and Quick Drying •Ink - Black or Blue  Offer: FLEX OFFICE (TWIN CD/DVD MARKER-PERMANENT MARKER) _____ Nothing Follows _____	115	40.00	4,600.00

MAY 18 2023  
 1-3 pm

4/25  
 200-2023-04-2750  
**RECEIVED**  
 PROCUREMENT SECTION, PPS  
 02 MAY 2023

1,600-

**RECEIVED**  
 MAY 02 2023  
 By: \_\_\_\_\_ Time: 7:26  
 Administrative Management Bureau

LEGISLATIVE ACCOUNTING SER.  
 APR 25 2023  
 W.P. TIME 4:30 PM

Page 1 of 1 **Grand Total: P4,600.00**

(Total amount in words) **Four Thousand Six Hundred 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: \_\_\_\_\_ EXEC. DIR. **SENATO B. CHUA**  
 EXECUTIVE DIRECTOR, ADMINISTRATIVE AND FINANCIAL SERVICES  
 Date: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_ ORS/BURS No. : \_\_\_\_\_  
 Funds Available: \_\_\_\_\_ Date of the ORS/BURS: \_\_\_\_\_  
**JUDITH C. JEBULAN**  
 Director III, Legislative Accounting Service  
 Signature over Printer Name of Chief Accountant: \_\_\_\_\_ Amount : \_\_\_\_\_

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-23-02-004) OPENED ON 2/28/2023 AND PER BAC ADVISORY RE AWARD DTD 3/28/2023

nicolas  
 4/18/2023 / 2:17:39PM