



PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

The SEC Headquarters, 7807 Makati Avenue, Salcedo Village, Bel-Air, Makati City
Telera No. 8818-6330



Supplier: **M.G. SERRANO ENTERPRISE**
Address: **1337 Pau Street, Calulut, San Fernando, Pampanga**

P.O. No.: **2024-1-57**
Date: **June 21, 2024**
Mode of Procurement: **Public Bidding**

Tel No.: **0920-963 2006**

Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:
Place of Delivery: **SEC Headquarters**
Date of Delivery: _____
Delivery Period: **15 CD**
Payment term: **30 CD**

Item No / Stock No	Unit	DESCRIPTION	Qty	Unit Cost	Amount
Supply and Delivery of Various Common-Use Supplies for SEC Headquarters					
	packs	Battery, A4 (2 pcs per pack)	400	58.00	Php 23,200.00
	boxes	Mailing Envelope (500pcs/box)	40	1,575.00	63,000.00
	boxes	Expanding Folder pressed board (100 pcs/box)	2,002	1,550.00	3,103,100.00
	packs	Marker Fluorescent (3pcs/pack)	100	60.00	6,000.00
	boxes	Paper Clip Small (10 small boxes/box)	300	13.00	3,900.00
	pcs	Stamp Pad Fox	70	50.00	3,500.00
	pcs	Marker Permanent	180	60.00	10,800.00
	boxes	Rubberband (350 grams/box)	75	180.00	13,500.00
	pcs	Correction Tape	500	27.00	13,500.00
	boxes	Staple Wire (5,000 wires/box)	300	85.00	25,500.00
	rolls	Packaging Tape	600	140.00	84,000.00
	rolls	Twine Plastic	150	80.00	12,000.00
As per attached supporting documents: a. BAC Resolution of Award No. 2024-102 b. Signed Notice of Award dated 19 June 2024 c. APP No. II 45 Forming part of this PO are the compliance with the Technical Specifications, Terms and Conditions, the bid and notice of award issued					
Amount in Words) Three Million Three Hundred Sixty-Two Thousand Pesos					Php 3,362,000.00

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

Conforme: *(This also serves as your Notice to Proceed)*

MARVIN G. SERRANO
(Signature over printed name)
7-04-2024
Date

Very truly yours,

VINCENT G. CAÑARES
Director, MSD

Funds Cluster: **CSA**
Funds Available: **3,362,000.00**

Dondie G. Guerra
Director, FMD

BURS No.: **09-206442-2024-CG-003170**
Date of the BURS: **June 21, 2024**
Amount: **3,362,000.00**
SECURITIES AND EXCHANGE COMMISSION
FINANCIAL MANAGEMENT DEPT
BUDGET & FISCAL DIVISION

20 JUN 2024
RECEIVED