



# PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, 1209 Makati City



Telefax No. 8818-5330

Supplier : **BAN BEE COMMERCIAL CO., INC.**  
 Address : 856 C. M. Recto Avenue, Manila City  
 Tel No. : \_\_\_\_\_

P.O. No. : **2024-1-90**  
 Date : **September 16, 2024**  
 Mode of Procurement: : **NP-SVP**

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

Place of Delivery: **The SEC Headquarters, Makati City**  
 Date of Delivery: \_\_\_\_\_

Delivery Term: : **15 CD**  
 Payment term: : **30 CD**

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	units	Supply and Delivery of Paper Shredder  *****  As per attached supporting documents: a. BAC Resolution No. 2024-145 b. Signed Notice fo Award dated 16 September 2024  Forming part of this PO are the Schedule of Requirements Technical Specifications, Terms and Conditions, the bid and Notice of Award issued	9	17,880.00	160,920.00

(Amount in Words) **One Hundred Sixty Thousand Nine Hundred Twenty Pesos** **P 160,920.00**

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.

Very truly yours,

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

*[Handwritten Signature]*  
**Ban Bee Commercial Co., Inc.**  
 858 Claro M. Recto Avenue, Binondo, Manila  
 Tel. no. (PLDT) 8986-9305, 8986-9306  
 GLOBE: 09777-113488  
 SMART(VIBER): 0968-3241111  
 TIN NO: 001-609-075-000  
 PHILGEPS NO: 2151 (RED)

*[Handwritten Signature]*  
**VHINCENT G. CAÑARES**  
 Director, MSD

(Signature over printed name)

Date: **2024-09-16**

Funds Cluster: **OSA**  
 Funds Available: **160,920.00**

EMAIL ADD: **BANBEE@gmail.com**  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

**00-100443-2024-09-003431**  
**Sept. 19, 2024**  
**P 160,920.00**

*[Handwritten Signature]*  
**DONDIE Q. ESGUERRA**  
 Director, FMD