



# PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

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

Telefax No. 8818-5330



Supplier : <b>WORK HABITS TRADING</b>	P.O. No. : <b>2024-1-96</b>
Address : <b>B1 L5B Dandelion St., Greenwoods Executive Village, Cainta, Rizal</b>	Date : <b>October 04, 2024</b>
Tel No. : _____	Mode of Procurement: : <b>NP-SVP</b>

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

Place of Delivery: <b>The SEC Headquarters, Makati City</b>	Delivery Term: : <b>14 CD upon approval of the final sample and finalization of sizes</b>
Date of Delivery: _____	Payment term: : <b>30 CD</b>

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	pcs	Supply and Delivery of Shirts for the Conduct of Commission-Wide Supervision 2028 Performance Review and Internal Targets (SPRINT) Updating Conference  *****  As per attached supporting documents: a. BAC Resolution No. 2024-159 b. Signed Notice fo Award dated 03 October 2024  Forming part of this PO are the Schedule of Requirements Technical Specifications, Terms and Conditions, the bid and Notice of Award issued	650	358.00	₱232,700.00

(Amount in Words) **Two Hundred Thirty-Two Thousand Seven Hundred Pesos** **₱232,700.00**

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)

*Theresa P. Araneta*  
 \_\_\_\_\_  
 (Signature over printed name)  
 \_\_\_\_\_  
 Date

*[Signature]*  
 \_\_\_\_\_  
**RICKY M. ABUNDO**  
 Officer-in-Charge, HRD

Funds Cluster: **OSA**  
 Funds Available: **₱32,700.00**  
  
*[Signature]*  
**DONDIE C. ESGUERRA**  
 Director, FMD

ORS/BURS No.: **03-306443-2024-10-003826**  
 Date of the ORS/BURS: **Oct-9, 2024**  
 Amount: **P 232,700.00**

SECURITIES AND EXCHANGE COMMISSION  
 FINANCIAL MANAGEMENT DEPT  
 BUDGET & FISCAL DIVISION  
  
**07 OCT 2024**  
**RECEIVED**  
 By: \_\_\_\_\_ Time: \_\_\_\_\_

03 October 2024

## **NOTICE OF AWARD**

**THERESA JOY PAMINTUAN-ARANETA**

Sole Proprietor

**WORK HABITS TRADING**

Block 1 Lot 5B Dandelion Street, Greenwood  
Executive Village, Cainta  
Province of Rizal

Dear **Ms. Araneta:**

Relative to the procurement for the ***Supply and Delivery of Shirts for the Conduct of Commission-Wide Supervision 2028 Performance Review and Internal Targets (SPRINT) Updating Conference***, we are pleased to inform you that the Securities and Exchange Commission has accepted your quotation in the amount of **TWO HUNDRED THIRTY-TWO THOUSAND SEVEN HUNDRED PESOS (P232,700.00)** in accordance with the terms and conditions provided in the Request for Quotation.

A standard government contract/Purchase Order shall cover the award. Delivery of the Goods is required within the delivery period as provided in the Request for Quotation.

Kindly return the original copy of this Notice of Award within calendar three (3) days with your signature in the *Conforme* portion.

For further details, please coordinate with the BAC Secretariat/Procurement Unit through any of the following contact information:

telephone number : (02) 8-818-5330  
email address : fpbaluyot@sec.gov.ph

Thank you.

Very truly yours,



**RICKY M. ABUNDO**

Authorized Representative of the  
Head of the Procuring Entity  
/fpb

CONFORME:  
**WORK HABITS TRADING**

By:  **THERESA JOY PAMINTUAN-ARANETA**

Date: 10-04-2024

