

**Office of the Vice President  
of the Philippines**

**PURCHASE ORDER  
OFFICE OF THE VICE PRESIDENT**

7th Floor Ben-Lor Bldg., Quezon Ave, Quezon City

Supplier <b>ST. GIRARD PRINTERS, INC.</b>  Address <b>33 Presidents' Avenue, BF Homes, Paranaque City</b>  TIN:	P.O. No. <b>06-070-20</b>  Date <b>June 15, 2020</b>  Mode of Procurement: <b>Negotiated Procurement - Small Value Procurement</b>
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Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contained herein:


Place of Delivery: <b>7th Floor Ben-Lor Bldg., 1184 Quezon Avenue, QC</b>	Delivery Term: <b>Pls. see attached technical specifications</b>
Date of Delivery:	Payment Term: <b>15 - 30 days upon receipt of delivery and complete documents</b>


Stock No.	Unit	Qty	Description	Unit Cost	Amount
	pc	5,000	Brown Envelope with Logo  Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows**	4.00	20,000.00

Total Amount in Words: Twenty Thousand Pesos Only 20,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.

Very truly yours,

  
**MA. CARMELITA S. WARREN**  
 Chief, Administrative Division  
 (Authorized Official)

Conforme:   
 (Signature over printed name of Supplier)  
6-15-20  
 Date

Funds Available  <p style="text-align: center;"><b>JULIETA L. VILLADELREY</b> Chief Accountant</p>	OBR No: <u>02-10101-2020-06-01276</u> Amount: <u>₱ 20,000.00</u>
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