



# PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION  
3F Secretariat Bldg., PICC Complex, Pasay City  
Telefax No. 8818-5330

Supplier : **METRO PAPER CONVERTER PHILS. CORP.** P.O. No. : **2021-01-038**

Address : Mercedes Business Park Stuttgart St. San Andres Cainta Rizal Date : **December 27, 2021**

Tel No. : 9778124060 Mode of Procurement: **SVP**

Gentlemen:

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

Place of Delivery: **SEC Main Office / Extension Offices** Delivery Term: **15 CD**

Date of Delivery: \_\_\_\_\_ Payment term: **30 CD**

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	ream	Supply and Delivery of Multi-purpose Paper, A4	5,000	118.80	594,000.00
<p>As per attached supporting documents:</p> <p>a. Purchase Request</p> <p>b. BAC Resolution No. 2021-065</p> <p>c. Signed Notice of Award</p>					

(Amount in Words) **Sixty Three Thousand Five Hundred Twenty Eight Pesos** **P 594,000.00**

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)*  
*Analisa D. Alvarez*  
 (Signature over printed name)  
 12/31/21  
 Date

Very truly yours, *(Signature)*  
**ROMUALD C. PADIÏLLA**  
 OIC-DIRECTOR, HRAD

Funds Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_  
**Dor die Q. Esguerra**  
 Officer-in-Charge, FMD

BURS No.: \_\_\_\_\_  
 Date of the BURS: **December 28, 2021**  
 Amount: **P 594,000.00**