



Republic of the Philippines  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
 Quezon Ave. Quezon City  
 Tel. No.: 8588-9900 loc. 224, 226, 361, 355  
 Fax no.: 85889997 • e-mail: pcmcproc@gmail.com

**PURCHASE ORDER** **Nº 76344**  
**FOR SUPPLIES OR EQUIPMENT**  
 P. R. No. MMD-COS-2024-04 Dated: 11/17/2023  
 MODE OF PROCUREMENT Shopping 82.16  
 CS No. \_\_\_\_\_ AC No. 2024-055  
 DATE OF P.O. February 27, 2024

TO: Supplier/Dealer Contractor **UK OFFICE, INC.**  
 Address: 558 Plaza Lorenzo Ruiz Binondo, Manila

Department/Office/Division/Section/Unit where delivery Is to be made: Supply & Property Section  
 Location: Ground Floor, PCMC Bldg.  
 Special Instructions \_\_\_\_\_  
 Delivery period: 7 working days  
 Performance Security Posted:  Surety Bond No. \_\_\_\_\_  
 Cash / Cashier's / Manager's Check No. \_\_\_\_\_  
 PCMC O.R. No. \_\_\_\_\_ Amount P \_\_\_\_\_

Item No.	QTY.	UNIT	ARTICLES	UNIT COST	TOTAL COST
1	30	jr	Adhesive, Paste Paper well, 200g, Redstone	38.15	1,144.50
2	12000	pc	Bag, paper brown (high quality) Size: 12	1.18	14,160.00
3	120	pc	Card Case, A4 ( 8.7" x 11.69" )	24.00	2,880.00
4	120	pc	Data Binder, w/ side mechanism, 11 x 13-3/4, Black	90.00	10,800.00
5	60	pc	Data Binder, w/ side mechanism, 11 x 13-3/4, Blue	90.00	5,400.00
6	100	pc	Data Binder, w/ top mechanism, 11"W x 15-1/2"H x 3", Blue	90.00	9,000.00
7	600	pc	Envelope, Plastic heavy duty with handle & lock, Long	55.00	33,000.00
8	36	pc	Envelope, plastic long w/ string ( H104 ) " Seagull"	41.00	1,476.00
9	150	pc	Folder, Morocco long w/ sliding binder, Blue	11.25	1,687.50
10	18	pc	Folder, Office Cover ( clear plastic ) A4, Yellow	20.00	360.00
11	130	pc	Folder, Office Cover ( clear plastic ) long, Blue	23.00	2,990.00
12	57	pc	Folder, pressboard w/o metal tab long, Yellow Gold, Veco	26.50	1,510.50
13	4500	pc	ID Jacket, H 4-1/2" x W 3-1/2" " B3"	6.00	27,000.00
14	3	bt	Ink, Stamp self-ink refill 10-30ml, Black " Trodat "	164.00	492.00
15	3	bt	Ink, Stamp self-ink refill 10-30ml, Red " Trodat "	164.00	492.00
16	60	rl	Laminating film, roll 4" x 100 x 125mic	360.00	21,600.00
17	15	rm	Paper, Colored Peach Long, 250's/rm " Focus"	260.00	3,900.00
18	90	set	Paper, Specialty short cream, 10/set	20.00	1,800.00
19	600	pk	Paper, Vellum Board, A4 220gsm P. Cream 10's/pk	31.50	18,900.00
20	10	pd	Paper, Yellow ruled	29.00	290.00
21	229	pk	Pen, Permanent marker 0.7, Black " Artline "	45.60	10,442.40
22	22	pc	Pen, Whiteboard bullet tip, Green " Artline"	47.00	1,034.00
23	60	pc	Post-it memo pad, 1.5 x 1.5 " HBW"	28.00	1,680.00
24	80	pd	Post-it memo pad, 4 x 6 " 3M	148.00	11,840.00

Funding Code \_\_\_\_\_ **TOTAL AMOUNT P** 183,878.90

FUNDS AVAILABLE:  
**LEA M. VILLALOBOS, CPA, MBA**  
 Chief Accountant

APPROVED:  
**SONIA B. GONZALEZ, M.D, MSChSM, MPM**  
 Executive Director

- Attachments: MMD-COS-2024-04
- P.R. No. \_\_\_\_\_
  - Abstract of Canvass/Bids
  - Canvass Sheet/Tender of Bids
  - Notarized Certification of Exclusive Distributor
  - Justification
  - Others \_\_\_\_\_

**CERTIFICATION**  
 This is to certify that I received today the copy of this Purchase Order, and held the Company bound by the terms and stipulation of the contract and other laws applicable.

**Abstract of Canvass**  
Reso # R2024-02-075 (Signature over printed name)

Alt-R2024-071 Date: \_\_\_\_\_

PhilGEPS Ref # 10576485

Distribution : White (Original) - Attachment to payment with AMRP # 2024-116  
 Yellow (Duplicate) - Procurement Pink - Supply and Property





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**PURCHASE ORDER**  
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 P. R. NO. MMD-COS-2024-04 Dated: 11/17/2023  
 MODE OF PROCUREMENT Shopping 52.1 b  
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 PCMC O.R. No. \_\_\_\_\_ Amount P \_\_\_\_\_

Item No.	QTY.	UNIT	ARTICLES	UNIT COST	TOTAL COST
			<del>Palace forwarded</del>		<del>183,878.90</del>
25	10	pc	Puncher, Paer tw0-hole Heavy duty , Carl 75xl up to 45 sheets	810.00	8,100.00
26	27	pc	Rack, Paper In / out steel 2-layer, detachable	300.00	8,100.00
27	20	pc	Ring Binder # CVP 10.1" A4, Black, Seagull	252.00	5,040.00
28	5	pc	Ring Binder # CVP 10.1" A4, Green, Seagull	252.00	1,260.00
29	50	pc	Rubberband, 350g, Round " Brite	118.00	5,900.00
30	31	pc	Ruler, Plastic transparent 12"	4.75	147.25
31	5	pc	Ruler, Plastic transparent 24"	40.00	200.00
32	5	pc	Ruler, stainless Steel 40"	140.00	700.00
33	3	pc	Scissors with lever assist 6"	29.50	88.50
34	6	pk	Wire, Map Pins , 100's	30.00	180.00
					<b>213,594.65</b>

For the use MMD **Two Hundred Thirteen Thousand**  
 xxxxxxxxxxxxxxxxxxxNothing Follows xxxxxxxxxxxxxxxxxxx **Five Hundred Ninety Four Pesos**  
 Delivery: 10 working days **and 65/100**

1. One-tenth (1/10) of one percent (1%) of the cost of unperformed portion for everyday of delay.  
 Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances

2. Excess in price, if procured from third parties, through alternative mode of procurement and

3. In case of bidding, forfeiture of performance bond equal to 5% of the undelivered item/s.

Funding Code 5-02-03-010 *mys 3/7/24*

**TOTAL AMOUNT P 213,594.65**

FUNDS AVAILABLE: P 213,594.65  
**LEA M. VILLALOBOS, CPA, MBA**  
 Chief Accountant

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 Executive Director

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