



Republic of the Philippines  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**

Quezon Avenue, Quezon City  
 Tel. No.: 8588-9900 Loc. 1329, 1330, 1331, 1332  
 Fax No.: 85889997 • E-mail: pcmcproc@gmail.com

PURCHASE ORDER: **77881**

Date of P.O.: **2025-01-22**

PR NO: **MMD-COS-2025-01** Dated: **2025-01-02**

MODE OF PROCUREMENT: **NP-Agency to Agency (53.5)**

TO: Supplier/Dealer Contractor: **PROCUREMENT SERVICE**  
 Address: **R.R. Road, Cristobal Street, Paco, Manila / None / 8689-7750**

Department/Office/Division/Section/Unit where delivery is to be made: **Materials Management Division**  
 Location: **Ground Floor, PCMC Bldg**  
 Special Instruction: \_\_\_\_\_  
 Delivery period: 7 Working Days Other Terms: \_\_\_\_\_  
 Performance Security Posted:  
 Cash  Bank Guarantee  Security Bond  
 No: \_\_\_\_\_ Amount P: \_\_\_\_\_

Item No	QTY	UNIT	ARTICLES	UNIT COST	TOTAL COST
1	289	rl	Adhesive, Transparent tape 1" 50m	17.68	5,109.52
2	120	cn	Air Freshener 280ml/cn	87.31	10,477.20
3	120	pc	Binder Clip, Black 19mm 12s/pk	0.93	111.30
4	2	pc	Calculator, twin power 12 digits	217.24	434.48
5	25	pc	Cutter, Paper w/ blade large HD	31.72	793.00
6	1500	pc	Envelope, brown long	2.12	3,172.74
7	400	pc	Envelope, expanding long w/ garter (Kraft)	9.61	3,843.84
8	2500	pc	Envelope, mailing long white	0.92	2,302.55
9	650	pc	Eraser, correction tape roller, 5mmx8m	13.50	8,775.00
10	40	pc	Eraser, rubber	9.20	368.00
11	10	bt	Ink, Stamp Pad 1oz 30ml purple	28.79	287.90
12	307	pc	Notebook, Steno 60 leaves	11.28	3,462.96
13	10	bx	Paper, Continuous Form 9-1/2 x 11 1-ply, 60gsm 2000 pcs/bx	945.36	9,453.60
14	162	pc	Pen, Highlighter (yellow, green, orange, pink)	10.37	1,679.94
15	9	rl	Plastic Straw large 1kg	70.72	636.48
16	200	pc	Record Book, 300pp	91.70	18,340.00
17	120	pc	Record Book, 500pp	124.56	14,947.20
18	2	crt	Toner, Computer HP Laserjet CB435A	3,439.28	6,878.56
19	9	crt	Toner, Computer HP Laserjet P1102 CE285A	3,598.40	32,385.60

xxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxx  
 For the use of Materials Management Division  
 Note\* This items was paid thru E-Wallet

**P 123,459.87**  
 (One Hundred  
 Twenty Three  
 Thousand Four  
 Hundred Fifty  
 Nine Pesos And  
 Eighty Seven  
 Centavos)



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**Penalty Clause for Delayed or Unsatisfactory Deliveries:**  
 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 security equal to 5% of the undelivered item/s.

Funding Code **25-02-03-010** *mgds/1/20/25*  
**TOTAL AMOUNT P 123,459.87** *dvr*

<p>FUNDS AVAILABLE: <b>₱ 123,459.87</b>   <i>[Signature]</i>  <b>LEA M. VILLALOBOS, DBA, CPA</b>          Chief Accountant   <b>APPROVED:</b>  <i>[Signature]</i>  <b>MARIA EVA I. JOFSON, MD, MSChSM, MPM</b>          OIC Executive Director</p>	<p>Attachment  <input type="checkbox"/> PR No: <b>MMD-COS-2025-01</b>  <input type="checkbox"/> Abstract of Canvass/Bids: <b>2025-016</b>  <input type="checkbox"/> BAC Resolution No: <b>R-2025-00-001/ ALT-RESO-2025-014</b>  <input type="checkbox"/> NOA No:  <input type="checkbox"/> NTP No:  <input type="checkbox"/> PhilGEPS Ref No:  <input type="checkbox"/> AMRP No.</p>	<p><b>CERTIFICATION</b>          This is to certify that I received today the Original copy of this Purchase Order, and held the Company bound by the terms and stipulation of the contract and other laws applicable           _____          Signature over printed name          Date:</p>
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Distribution: Original - Attachment to payment  
 Duplicate - Procurement/Materials Management Division

*25-0318 CF*