



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: **77979**

Date of P.O: **2025-02-12**

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

MODE OF PROCUREMENT: Shopping (52.1 (b))

TO: Supplier/Dealer Contractor: **UK OFFICE, INC**
Address: **558 Plaza Lorenzo Ruiz, Binondo, Manila / ukofficeinc@yahoo.com.ph / 8241-7372 / 0956 4004019**

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
Amount P: _____

Item No	QTY	UNIT	ARTICLES	UNIT COST	TOTAL COST
1	30	jr	Adhesive, Paste Paper well 200g \ Redstone \	37.75	1,132.50
2	30	pc	Battery, C rechargeable \ EBL \	393.00	11,790.00
3	70	pc	Blade, cutter refill big 10s/pk \	1.50	105.00
4	5	pc	Bundy Clock Ribbon, for Amano EX 3000 Cartridge ribbon, (CE-315150) \	554.00	2,770.00
5	300	pc	Card case, plastic, color: clear, transparent, size: A4 / 210 x 297 mm \	24.00	7,200.00
6	20	set	Clearbook, refillable A4 60s Blue \	96.00	1,920.00
7	40	set	Clearbook, refillable long 60s blue \	105.00	4,200.00
8	80	pc	Clip Board, long w/o cover \	34.60	2,768.00
9	50	pc	Data Binder, w/ side mechanism 11x13-3/4 black \	90.00	4,500.00
10	30	pc	Data Binder, w/ side mechanism 11x13-3/4 blue \	90.00	2,700.00
11	10	pc	Data Binder, w/ side mechanism 11x13-3/4 red \	90.00	900.00
12	50	pc	Data Binder, w/ top mechanism 11"W x 15-1/2"H x 3" blue \	92.00	4,600.00
13	30	pc	Data Binder, w/ top mechanism 11x13-3/4 black \	92.00	2,760.00
14	10	pc	Data Binder, w/ top mechanism 11x13-3/4 blue \	92.00	920.00
15	15	pc	Envelope, expanding long w/ 12 pockets \	108.00	1,620.00
16	300	pc	Envelope, Plastic heavy duty with handle & lock, long \ Adventurer	62.00	18,600.00
17	500	pk	FILLER, 3 HOLE A4 CLEAR 10's/pk \ UK	25.00	12,500.00
18	4	pc	Folder, Expanding File, plastic, long, 13 pockets \ UK	128.00	512.00
19	36	pc	Folder, Office Cover (clear plastic) A4 violet \	21.00	756.00
20	25	pc	Folder, plastic A4 w/ sliding binder white \	5.00	125.00
21	114	pc	Glue Stick for Glue Gun big, 6" length \ UK 6"	7.00	798.00
22	5000	pc	ID jackets, H4-1/2" x W3-1/2" \ B4, 133 X 93mm \	6.00	30,000.00
23	2000	pc	Index Card, 5 x 8 RBS \ VECO	0.41	820.00
24	200	set	Index Tab file divider (L) colored(1 set of 5) \ Bristol Divider	22.50	4,500.00
25	15	bt	Ink, Stamp self-ink refill 10-30ml black \ Trodat	161.00	2,415.00
26	42	pk	Magnet Button, for whiteboard 5pcs/pk \ 5/pk	23.00	966.00
27	8	bx	Paper, Continuous Form 9-1/2 x 13 3-ply, 56gsm 500 sets/bx \ , with both side perforation, no numbers, carbonless paper	1,313.00	10,504.00
28	600	pc	Paper, Photo glossy A4 200gsm \ 200gsmAcacia	3.50	2,100.00
29	100	pc	Paper, Photo matte A4 200gsm \ 200gsmAcacia	3.50	350.00
30	100	set	Paper, Specialty short cream 10/set \	22.50	2,250.00



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: 77979
 Date of P.O.: **2025-02-12**
 PR NO: **MMD-COS-2025-02** Dated: **2025-01-02**
 MODE OF PROCUREMENT: Shopping (52.1 (b))

TO: Supplier/Dealer Contractor: **UK OFFICE, INC**
 Address: **558 Plaza Lorenzo Ruiz, Binondo, Manila / ukofficeinc@yahoo.com.ph / 8241-7372 / 0956 4004019**

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
31	200	pk	Paper, Sticker short, white 10s/pk	43.00	8,600.00
32	600	pc	Pen, Ball point 0.7 black HBW 2000	4.40	2,640.00
33	200	pc	Pen, Ball point 0.7 blue HBW 2000	4.40	880.00
34	20	pc	Pen, Ball point 0.7 violet HBW 2000	4.40	88.00
35	2	pc	Pen, Marking bullet tip green Pilot	35.00	70.00
36	47	pc	Pen, Sign 0.5 green Pilot	51.00	2,397.00
37	50	pd	Post-it memo pad 3x5	24.50	1,225.00
38	30	pd	Post-it memo pad, 1cm width 1 x 3 "HBW	28.00	840.00
39	40	pd	Post-it memo pad 4x6 ruled 3M	148.00	5,920.00
40	17	pd	Post-it memo pad, 1.5cm x 5.1cm 1.5 X 5.1 cmHBW	23.00	391.00
41	10	pc	Rack, Paper In/Out steel 2-layer LCT Detachable	296.00	2,960.00
42	15	pc	Ribbon, Calculator/Adding machine twin pool Adrite	20.50	307.50
43	12	m	Ring Binder 1" black	28.00	336.00
44	20	m	Ring Binder 2" black	46.50	930.00
45	15	pc	Adhesive, Glue Mighty bond 3g Mighty	59.00	885.00
xxxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxxx For the use of Materials Management Division					P 165,551.00 (One Hundred Sixty Five Thousand Five Hundred Fifty One Pesos)

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 **15-02-03-010** / *28/2/19*
TOTAL AMOUNT P 165,551.00

FUNDS AVAILABLE: P 165,551.00
gmalalobos 4/20
LEA M. VILLALOBOS, DBA, CPA
 Chief Accountant
APPROVED:
Maria Eva I. Johnson
MARIA EVA I. JOHNSON, MD, MSChSM, MPM
 OIC Executive Director *[Signature]*

Attachment
 PR No: **MMD-COS-2025-02**
 Abstract of Canvass/Bids: **2025-020**
 BAC Resolution No: **R-2025-01-067 / ALT-RESO-2025-039**
 NOA No:
 NTP No:
 PhilGEPS Ref No: **11658794**
 AMRP No: **AMRP-2025-081**

CERTIFICATION
 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: _____

Distribution: Original - Attachment to payment
 Duplicate - Procurement/Materials Management Division