PURCHASE ORDER

CITEM.STR.FR.007

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines (632) 831-2201 to 09 ext. 216 (632) 831-1368, 832-3965 info@citem.com.ph www.citem.com.ph	PO Number: 25-0180 PR No.: 2025-0180	PO Date 03/18/2025 PR Date: 03/12/2025	PAGE 1

CONTRACTOR/SUPPLIER **HAMCO STATIONERY CORPORATION**
ADDRESS 480 E.T YUCHENGCO ST., BINONDO MANILA
MODE OF PROCUREMENT Shopping

DELIVERY TERM
PAYMENT TERM
PLACE OF DELIVERY
DATE OF DELIVERY 2 weeks upon receipt of PO

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
OFFICE SUPPLIES FOR CY 2025			
RECORD BOOK 300 PAGES #99	30 pcs	88.00	Php2,640.00
COPY PAPER A4 80GSM	250 reams	189.00	Php47,250.00
TOTAL AMOUNT IN WORDS: FORTY NINE THOUSAND EIGHT HUNDRED NINETY PESOS			Php49,890.00

This order is placed subject to the following terms and conditions:

*The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of* 1/10 of 1% *of the **TOTAL VALUE** of this **ORDER** for **EACH DAY OF DELAY**. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay **LIQUIDATED DAMAGES** in the amount of __________ of the **TOTAL AMOUNT** unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Purchase Order upon delivery.*

Very truly yours,

ATTY. ANNA GRACE I. MARPURI
Department Manager, Corporate Services Dept.

BUR No. A0E-GSD-25040187
DATE April 3, 2025
AMOUNT P49,890.00

Recommended by:

ATTY. ANNA GRACE I. MARPURI
Department Manager, CSD

CONFORME:

HAMCO STATIONERY CORPORATION
480 E.T. YUCHENGCO ST. BINONDO, MANILA
TEL : 8244-6622; 8985-2669 TELEFAX :8241-C02
MOBILE : 0922-8833407 / 0966-2163606
EMAIL : hamcostationery@yahoo.com

Name & Signature of Contractor/Supplier

Funds Available:

WILMA G. DULAY
OIC-Chief Controllership

Approved by:

ROMLEAH JULIET P. OCAMPO
EXECUTIVE DIRECTOR