

**PURCHASE ORDER  
DBM - GPPB-TSO  
Entity Name**

Supplier : <u>KHEMZ OFFICE AND EQUIPMENT TRADING</u> Address : <u>San Isidro Rodriguez Rizal</u> TIN : <u>336-282-491-000</u>	P.O. No. : PO-SD-2026-001 Date : 21 January 2026 Mode of Procurement : Section 34 Small Value Procurement of RA No. 12009 and its IRR
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery : GPPB-TSO Building, Commonwealth Avenue, Diliman Quezon City Date of Delivery : N/A	Delivery Term : within seven (7) calendar days Payment Term : Land Bank's LDDAP-ADA/Bank Transfer facility
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	<b>Tokens for the Government Procurement Policy Board Members and Inter-Agency Technical Working Group, Partner Agencies and Development Partner</b>			
	Pieces	<b>Customized Multifunctional Laptop Sleeve with Stand and Mouse Pad</b> <i>Specifications:</i> <b>Material:</b> High Quality Vegan Leather <b>Size:</b> for 15 to 16 inches laptop (38 width x 28cm length) <b>Color:</b> Dark blue/Navy Blue <b>Bag closure:</b> Magnetic attraction <b>Stent/bracket:</b> With velcro strap, and can be adjusted freely <b>Quantity:</b> 100 pieces <i>Customization:</i> <ul style="list-style-type: none"> <li>· Laser engrave with GPPB-TSO Logo:                             <ul style="list-style-type: none"> <li>a. on the laptop sleeve closure; and</li> <li>b. on the laptop sleeve.</li> </ul> </li> <li>· with protective inner lining</li> <li>· serves as a stand, mouse pad, and protective sleeve or bag</li> </ul> <b>Packaging:</b> Corporate Hard Box/Curated box made of eco-friendly material with logo customization (GPPB-TSO logo) <b>Design and layout:</b> *please see attached design for reference (Annex A). <b>Item Replacement:</b> In case of damage and/or error in engraving, item/s shall be replaced within seven (7) calendar days from date of inspection. <b>Delivery Location:</b> GPPB-TSO Building, Commonwealth Avenue, Diliman Quezon City <b>Delivery Schedule:</b> <b>Submission of final layout/design:</b> within two (2) calendar days upon receipt of Purchase Order <b>Delivery:</b> within seven (7) calendar days from approval of actual layout/design *****Nothing Follows*****	100		₱90,000.00


**(Total Amount in Words) Ninety Thousand Pesos Only** **₱90,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

  
**IAN KHEM R. CASIDO**  
 Signature over Printed Name of Supplier  
  
 January 28, 2026  
 \_\_\_\_\_  
 Date

Very truly yours,   
**ATTY. SOFIA C. YANTO-ABAD**  
 Signature over Printed Name of Authorized Official  
  
 Officer-in-Charge, GPPB-TSO  
 Designation

Fund Cluster : <u>02</u> Funds Available : <u>PHP 90,000.00</u>  <b>JAE ANNE M. MONTERUBIO</b> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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