

**PURCHASE ORDER**  
**NATIONAL LIBRARY OF THE PHILIPPINES**

Agency

Name: **GREEN TRADE COMMERCIAL**

P.O. No.: **1202-002-23**

Address: **Rm. 719 Downtown Center Bldg. Quintin Paredes St.,  
Binondo, Manila Tel.# 923-5536, 526-4954**

Date: **Feb. 13, 2012**

TIN :

Mode of Procurement: **Shopping**

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **Property Section** Delivery Term : **15 working days upon rec'pt of PO**

Date of Delivery: **Property Section** Payment Term: **30 working days**

Item No.	Unit	Quantity	Description	Unit Cost	Amount
	pcs.	✓ 200	Mugs Ceramic	56.25	11,250.00
	pcs.	500	Ballpen	14.50	7,250.00
	pcs.	2,000	Pencil	5.00	10,000.00
	pcs.	300	Fan, round (folding)	20.00	6,000.00
	pcs.	✓ 100	T-shirt, white	95.00	9,500.00
	pcs.	✓ 100	Cap	97.50	9,750.00
	pcs.	100	Key Chain, Acrylic	20.00	2,000.00
	pcs.	100	Baq (catcha)	72.00	7,200.00

Note: All items with LOGO and COMPANY NAME

National Library of the Philippines

**SUBJECT TO  
PRE AUDIT**  
*[Signature]* 0214-12

**Total** Php **62,950.00**

Amount in Words: **Sixty two thousand nine hundred fifty pesos only.**

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

Very truly yours,

*[Signature]*

**ANTONIO M. SANTOS**  
Director

Conforme:

*Salvia*  
April Love Gabion  
Signature over Printed Name of Supplier  
Feb 14 2012  
Date

Funds Available:

*[Signature]*  
**MARIBETH DV LUCENA**  
Actg. Accountant III

OBR. No. :

M00E-12-02-0006

Amount :

₱ 62,950.00



**National Commission for Culture and the Arts**  
**NATIONAL LIBRARY OF THE PHILIPPINES**

**P.O. Box 2926**  
**T.M. Kalaw Street, Ermita 1000**  
**Manila, Philippines**

**Phone: (632) 525-1754**  
**E-mail: tnlabac@yahoo.com**

January 31, 2012

**Ms. April Love Gabion**  
Sales Representative  
**Green Trade Commercial**  
Rm. 719 Downtown Center Bldg.,  
Quintin Paredes St. Binondo Manila

## NOTICE OF AWARD

Dear Ms. Gabion:

Please be informed that the Bids and Awards Committee (BAC) has considered your bid supply of **Souvenir Items** in the amount of **PhP 62,950.00** for **The National Library of the Philippines**.

QTY	UNIT	PARTICULARS	UNIT PRICE	TOTAL
200	Pcs	Mugs Ceramic	56.25	11,250.00
500	Pcs.	Ballpen	14.5	7250
2000	pcs	Pencil	5	10000
300	Pc	Fan, round (folding)	20	6000
100	Pcs	T-shirt	95	9500
100	Pcs	Cap	97.5	9750
100	Pcs	Key chain, Acrylic	20	2000
100	Pcs	Bag (catch)	72	7200
		Total		P62,950.00

Please be reminded that within fifteen (15) calendar days from receipt of this notice, the following documentary requirements must be submitted to the BAC:

- a) Tax clearance;
- b) Latest income and business tax returns;
- c) Certificate of PhilGEPS Registration

Thank you .

Very truly yours,

**PAULINA R. MORENO**