



PURCHASE ORDER  
NATIONAL PARKS DEVELOPMENT COMMITTEE

Entity Name

Supplier :	ESSENTIAL CONCIERGE SERVICES OPC	P.O. No.: 2024-02-0014	P.R. No.: 06415
Address :	203 Negros Corner Masbate Sts., Pitogo, Makati City	Date : February 23, 2024	
TIN :		Mode of Procurement :	NP Small Value (Sec. 53.9)

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

Place of Delivery :		Planetarium	Delivery Term :		
Date of Delivery :		March 1, 2024	Payment Term :                      Thirty (30) Days		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	piece/s	Polo Shirt with Print Color: Royal Purple/Purple Texture Type: Cotton/Microfiber Print Design: 2 Logos in front (Please see attached design) Must be visually clear and readable Various sizes from XS-3XL	170	370.00	62,900.00
	piece/s	Advocacy Notebook (preferable moleskin type) Color: Black cover Printing Method: Silkscreen or DTF Full Print Printing Design: Must be visually clear and readable Approximately A5 size (Please see attached design)	600	95.00	57,000.00
GRAND TOTAL					119,900.00

(Total Amount in Words) One Hundred Nineteen Thousand Nine Hundred Pesos

Prepared By: ANNALY L. RABE	Reviewed By: JENZEL M. MENDOZA
Position: Administrative Aide VI	Position: Head, Property and Supply Section
Purpose: Procurement of Supplies and Materials for the Celebration of National Women's Month	

In case of failure to make the full delivery within the date 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.

\*This Purchase Order having been signed by all the parties shall serve as Notice to Proceed.


Conforme:

  
RYAN E. MEIMBAN  
Signature over Printed Name of Supplier  
26 FEBRUARY 2024  
Date

Very truly yours,

  
CECILLE A. LORENZANA-ROMERO  
Executive Director III

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

  
ALEXANDRA JESSICA C. ROSEL  
Acting Chief Accountant

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

POD 20100 7 119,900  
CPAD 99,800