

DEPARTMENT OF TRANSPORTATION AND COMMUNICATION
Columbia Tower, Ortigas Ave., Mandaluyong City

PURCHASE ORDER

Date Prepared: 18 March 2014 : **Control No:** DOTC-2014-03-18

Purchasing Office: DOTC-PSPMS : **Basis of Purchase:** ABC, Quotations, SSVPC Report
Bac Resolution No. S--GS-AMP-2014- 31

TO : HERITAGE MULTI-OFFICE PRODUCTS, INC. : **Authority:** Pursuant to the provision of
5 & 13 Linaw St., Sta. Mesa Heights, Section 53.9 of the IRR of R.A. 9184.
Quezon City, Philippines : Small Value Procurement

(**Name of Contractors/ Supplier & Address**) : **TERMS:** Complete delivery within Fifteen (15)
PENALTY: One-tenth of one percent of the : working days from date of receipt of P.O.
total amount of this purchase order for :
: **F.O.B. METRO MANILA**

ITEM No.	QTY.	UNIT	DESCRIPTION OF MERCHANDISE OR ARTICLE	UNIT PRICE	TOTAL AMOUNT
1.	1	lot	OFFICE MODULAR PARTITION GENERAL SPECIFICATIONS fabric and/or fabric glass w/ charcoal gray aluminum frame; w/provision for wiring (raceway), 6mm thick, desk and side table mounted on the dividing partition		
			SPECIFIC DETAILS PER AREA		
			<u>Executive Area:</u>		
	3	pcs	Fabric Glass Dividing Partition panel, 150 x 90, fair glass	6,953.00	20,859.00
	1	pc	Fabric Glass Dividing Partition panel, 150 x 95, fabric glass		7,429.00
	1	pc	Fabric Glass Dividing Partition panel, 150 x 120, fabric glass		8,334.00
	1	pc	Fabric Glass Dividing Partition panel, 150 x 36, fabric glass		5,381.00
	1	pc	Desk 150 x 70, laminated metal finish, long nose		3,048.00
	1	pc	Side Table 100 x 45, laminated metal finish		2,277.00
	1	pc	Center Drawer metal w/ lock		2,320.00
	1	pc	Keyboard Tray slideout, metal		1,221.00
	1	pc	Grommet PVC grey		300.00
			TOTAL		51,169.00

Catherine P. Gonzales
ATTY. CATHERINE P. GONZALES
Undersecretary For Administration and Procurement

Edna C. Tapar
EDNA C. TAPAR
Chief, Accounting Division

Received Purchase Order (PO). Contractor/ : THIS IS AN IMPORTANT DOCUMENT. ITS LOSS
Supplier bound itself/himself to the terms : WILL CAUSE GREAT INCONVENIENCE.
and condition stipulated therein and in
other related documents

Robert Arceles
HERITAGE MULTI-OFFICE PRODUCTS, INC.

(Contractor/Supplier)
Date: 5/27/14 *neo*

PURCHASE ORDER

Date Prepared 18 March 2014 : Control No: DOTC-2014-03-18
 Purchasing Of DOTC-PSPMS : Basis of Purchase: ABC, Quotations, SSVPC Report
 : Bac Resolution No. S-GS-AMP-2014- 31
 TO : HERITAGE MULTI-OFFICE PRODUCTS, INC: Authority: Pursuant to the provision of
 5 & 13 Linaw St., Sta. Mesa Heights, Section 53.9 of the IRR of R.A. 9184.
 Quezon City, Philippines : Small Value Procurement
 (Name of Contractors/ Supplier & Address) : TERMS: Complete delivery within Fifteen (15)
 PENALTY: One-tenth of one percent of the : working days from date of receipt of P.O.
 total amount of this purchase order for :
 : F.O.B. METRO MANILA

ITEM No.	QTY.	UNIT	DESCRIPTION OF MERCHANDISE OR ARTICLE	UNIT PRICE	TOTAL AMOUNT
			OFFICE FIXTURE		
			Window Treatment:		
			Roller Shades with the following specs: polyester & PVC composition: F1000 3%, T3000 5% A4000 5% color sun shadow net		
	1	pc	220 x 118 = 28.5 sq. ft. (window 1)		5,010.00
	1	pc	220 x 118 = 28.5 sq. ft. (window 2)		5,010.00
	1	pc	220 x 116 = 28.0sq. ft. (window 3)		5,010.00
	1	pc	220 x 116 = 28.0 sq. ft. (window 4)		5,010.00
			Notes: Centimeters. Color code 10-16 (chocolate brown). Supply & installation-inclusive costs. Note: Color preference is code 15-04 (bright red)		20,040.-
			General Specifications for Partition fabric and/or fabric glass w/ charcoal gray aluminum frame; w/ provision for wiring (raceway), 6mm thick FOR THE USE OF ATPD		
				Total amount	713,188.78
				less : discount	223,257.20
				TOTAL	489,931.58

RECOMMENDING APPROVAL:

[Signature]
 ATTY. CAMILLE R. ALCARAZ-CAMPOS
 Assistant Secretary for Procurement
 APPROVED:
[Signature]
 ATTY. CATHERINE P. GONZALES
 Undersecretary For Administration and Procurement

I hereby certify that the amount of P 489,931.58 is available for the purchase of supplies/materials/equipment chargeable against;
 COG (M.M. 14-24-00519
 #100010060011 FOR 2014-001-441,277.91
 EDNA C. TAPAN
 Chief Accounting Division

Received Purchase Order (PO). Contractor/ Supplier bound itself/himself to the terms and condition stipulated therein and in other related documents : THIS IS AN IMPORTANT DOCUMENT. ITS LOSS WILL CAUSE GREAT INCONVENIENCE.

HERITAGE MULTI-OFFICE PRODUCTS, INC.
 (Contractor/Supplier)
 Date: 5/27/14 *[Signature]*

DEPARTMENT OF TRANSPORTATION AND COMMUNICATION
Columbia Tower, Ortigas Ave., Mandaluyong City

PURCHASE ORDER

Date Prepared 18 March 2014 : **Control No:** DOTC-2014-03-18
Purchasing Of DOTC-PSPMS : **Basis of Purchase:** ABC, Quotations, SSVPC Report
 : Bac Resolution No. S--GS-AMP-2014- 31
TO : HERITAGE MULTI-OFFICE PRODUCTS, INC: **Authority:** Pursuant to the provision of
 5 & 13 Linaw St., Sta. Mesa Heights, Section 53.9 of the IRR of R.A. 9184.
 Quezon City, Philippines : Small Value Procurement
(Name of Contractors/ Supplier & Address) : **TERMS:** Complete delivery within Fifteen (15)
PENALTY: One-tenth of one percent of the : working days from date of receipt of P.O.
 total amount of this purchase order for :
 : **F.O.B. METRO MANILA**

ITEM No.	QTY.	UNIT	DESCRIPTION OF MERCHANDISE OR ARTICLE	UNIT PRICE	TOTAL AMOUNT
			Pantry area		
	1	pc	Fabric Glass Dividing Partition panel w/door, 200 x 90, fabric glass		21,779.00
	4	pcs	Fabric Dividing Partition panel 200 x 70, fabric	10,418.00	41,672.00
	1	pc	Fabric Dividing Partition panel, 200 x 74, fabric		11,209.00
	2	pcs	Fabric Dividing Partition panel, 200 x 90, fabric	12,000.00	24,000.00
			Work Stations 1,2,3,4,5,& 10		
	6	pcs	Fabric Glass Dividing Partition panel, 120 x 140, fabric glass	8,762.00	52,572.00
	8	pcs	Fabric Glass Dividing Partition panel, 120 x 90, fabric glass	6,572.00	52,576.00
	6	pcs	Desk 140 x 60, laminated metal finish, long nose	7,497.00	44,982.00
	5	pcs	Side Table 120 x 45, laminated metal finish	5,837.00	29,185.00
	6	pcs	Grommet PVC grey	300.00	1,800.00
	5	pcs	Keyboard slideout, metal	1,221.00	6,105.00
					285,880.00

Catherine P. Gonzales
ATTY. CATHERINE P. GONZALES
 Undersecretary For Administration and Procurement.

Edna C. Tapar
EDNA C. TAPAR
 Chief, Accounting Division

Received Purchase Order (PO). Contractor/ Supplier bound itself/himself to the terms and condition stipulated therein and in other related documents : **THIS IS AN IMPORTANT DOCUMENT. ITS LOSS WILL CAUSE GREAT INCONVENIENCE.**

Robert Arceles
HERITAGE MULTI-OFFICE PRODUCTS, INC.

(Contractor/Supplier)
 Date: 5/27/14 *ned*

DEPARTMENT OF TRANSPORTATION AND COMMUNICATION
Columbia Tower, Ortigas Ave., Mandaluyong City

PURCHASE ORDER

Date Prepared: 18 March 2014 : **Control No:** DOTC-2014-03-18
Purchasing Office: DOTC-PSPMS : **Basis of Purchase:** ABC, Quotations, SSVPC Report
 Bac Resolution No. S-GS-AMP-2014- 31
TO : HERITAGE MULTI-OFFICE PRODUCTS, INC. : **Authority:** Pursuant to the provision of
 5 & 13 Linaw St., Sta. Mesa Heights, Section 53.9 of the IRR of R.A. 9184.
 Quezon City, Philippines : Small Value Procurement
(Name of Contractors/ Supplier & Address) : **TERMS:** Complete delivery within Fifteen (15)
PENALTY: One-tenth of one percent of the : working days from date of receipt of P.O.
 total amount of this purchase order for :
 : **F.O.B. METRO MANILA**

ITEM No.	QTY.	UNIT	DESCRIPTION OF MERCHANDISE OR ARTICLE	UNIT PRICE	TOTAL AMOUNT
			Work Stations 6,7,8 & 9:		
	4	pcs	Fabric Glass Dividing Partition panel w/door, 120 x 140, fabric glass	8,762.00	35,048.00
	5	pcs	Fabric Glass Dividing Partition panel 120 x 90, fabric glass	6,572.00	32,860.00
	1	pc	Fabric Glass Dividing Partition panel, 120 x 95, fabric glass		7,000.00
	1	pc	Fabric Dividing Partition panel, 120 x 110, fabric		6,715.00
	1	pc	Fabric Dividing Partition panel, 120 x 100, fabric		5,905.00
	4	pcs	Desk 140 x 60 laminated/metal finish, long nose	7,497.00	29,988.00
	4	pcs	Side Table 120 x 45 laminated/metal finish	6,667.00	26,668.00
	4	pcs	Grommet	300.00	1,200.00
	4	pcs	Keyboard	1,221.00	4,884.00
			OFFICE GLASS PARTITION		
			Conference Room Area:		
	4	pcs	Fixed Glass: In Patch Fittings panel 234 x 90, glass, analok	14,109.35	56,437.40
	2	pcs	Fixed Glass: In Patch Fittings panel, 234 x 100, glass, analok	15,573.19	31,146.38
	1	pc	Patch Fitting Glass Door panel, 234 x 90, glass, analok	47,422.00	47,422.00
			TOTAL		285,273.78

Catherine P. Gonzales
ATTY. CATHERINE P. GONZALES
 Undersecretary For Administration and Procurement

Edna C. Tapan
EDNA C. TAPAN
 Chief Accounting Division

Received Purchase Order (PO). Contractor/ : THIS IS AN IMPORTANT DOCUMENT. ITS LOSS
 Supplier bound itself/himself to the terms : WILL CAUSE GREAT INCONVENIENCE.
 and condition stipulated therein and in
 other related documents

Robert Arceles
HERITAGE MULTI-OFFICE PRODUCTS, INC.

(Contractor/Supplier)
 Date: 5/27/14 *neo*

PURCHASE ORDER

Date Prepared: 18 March 2014 : **Control No:** DOTC-2014-03-18
Purchasing Office: DOTC-PSPMS : **Basis of Purchase:** ABC, Quotations, SSVPC Report
 Bac Resolution No. S--GS-AMP-2014- 31
TO : HERITAGE MULTI-OFFICE PRODUCTS, INC. : **Authority:** Pursuant to the provision of
 5 & 13 Linaw St., Sta. Mesa Heights, Section 53.9 of the IRR of R.A. 9184.
 Quezon City, Philippines : Small Value Procurement
(Name of Contractors/ Supplier & Address) : **TERMS:** Complete delivery within Fifteen (15)
PENALTY: One-tenth of one percent of the : working days from date of receipt of P.O.
 total amount of this purchase order for :
 : **F.O.B. METRO MANILA**

ITEM No.	QTY.	UNIT	DESCRIPTION OF MERCHANDISE OR ARTICLE	UNIT PRICE	TOTAL AMOUNT
			OFFICE FURNITURE fabric finish office chairs of various size		
			<u>Executive Area:</u>		
	1	pc	Executive Chair 610 x 475 x 1045~1165, highback w/armrest		6,252.00
			<u>Workstations:</u>		
	10	pcs	Staff Chairs 610 x 475 x 890 ~1010, lowback w/ armrest	3,248.00	32,480.00
			<u>Conference Room:</u>		
	8	pcs	Staff Chairs (PS-603X) 490 x 470 x 855 ~970, lowback w/out armrest	2,931.00	23,448.00
			<u>Pantry Area:</u>		
	3	pcs	Staff Chairs (PS-602X) 490 x 470 x 855~970, lowback w/out armrest	2,882.00	8,646.00
			TOTAL		70,826.00

APPROVED: *C. Gonzales*
 ATTY. CATHERINE P. GONZALES
 Undersecretary For Administration and Procurement
 EDNA C. TAPAR
 Chief, Accounting Division

Received Purchase Order (PO). Contractor/ Supplier bound itself/himself to the terms and condition stipulated therein and in other related documents : THIS IS AN IMPORTANT DOCUMENT. ITS LOSS WILL CAUSE GREAT INCONVENIENCE.

HERBERT ARCELES
 HERITAGE MULTI-OFFICE PRODUCTS, INC.
 (Contractor/Supplier)
 Date: 5/27/14