



Republic of the Philippines  
**APO PRODUCTION UNIT, INC.**  
 PIA Building, Visayas Avenue, Brgy. VASRA,  
 Quezon City, Metro Manila, Philippines 1128



**PURCHASE ORDER NO.:** 004804

**Date:** JANUARY 15, 2024

Supplier : **LIBCAP SUPER EXPRESS CORPORATION**  
 Address : **Libcap Commercial Bldg. Brgy. Quintin Salas Jaro, Iloilo City**  
 TIN : **005-984-515-000**  
 Mode of Procurement: **Small Value**  
**under Section 53.9**

PR No. : **2023-12-000715**  
 Date : **December 22, 2023**  
 Job Order No. : \_\_\_\_\_

Gentlemen:

Please furnish this Office the following articles, products, supplies/materials listed below, subject to the terms and conditions contained herein and by the forwarder upon submission of sales invoice and all other necessary documents subject to existing accounting and auditing laws, rules and regulations.

Place of Delivery: **APO QUEZON CITY**

Payment Term: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

Delivery Term: \_\_\_\_\_

Description	Quantity	Unit	Unit Cost	Amount
<b>PROCUREMENT OF FORWARDING SERVICES INTENDED FOR THE DELIVERY OF PHILIPPINE STATISTICS AUTHORITY CIVIL REGISTRY FORMS</b>			P	P
	1	LOT		566,636.28
ESTIMATED WEIGHT: 21,996.75 kgs				
Tentative Start of Delivery: 2nd week of January 2024				
Pick-up point: APO Production Unit, Inc. PIA Bldg., Visayas Avenue, Brgy. Vasra QC.				
Drop-off point: To any point of destination within the Philippines (Luzon, Visayas, and Mindanao) - Please See Annex A for the summary of estimated weight per allocations, and See Annex B for the complete Terms and Conditions				
Note: This is included in the Revised APP of APUI for CY 2023 FOR: PSA CIVIL REGISTRY FORMS				

(Total Amount in Words) **FIVE HUNDRED SIXTY SIX THOUSAND SIX HUNDRED THIRTY SIX PESOS AND 28/100** P **566,636.28**

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.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier  
**FE B. DIMAYUGA**  
 Purchasing Manager

Authorized Official  
**DAISY M. GALVADORES**  
 Supply Chain Manager

Date  
**1/26/24**

Prepared by:

Funds Available:

Approved by:

**LORRAINE G. FRANCISCO**

**KRISTINE BALIYOT**

**HERMAN EMILIANO M. MEDINA-CUE**  
 General Manager