



PURCHASE ORDER

Supplier **Divine Bookstore and Gen. Mdse.**
Address **#35 Capitol Road Brgy. 9, Mamburao Occidental Mindoro**
Tel./Fax No. **0908-422-7075**
Supplier Registered with:

PO No. **12-04-07**
Date **April 23, 2012**
Terms of Payment **on account**
Mode of Procurement **LOCAL SHOPPING**

Please deliver to this office within **10 days** from receipt hereof the following:

| NO | QTY. | UNIT | ITEM DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|--------------|------|-------|--|--------------|-----------------|
| 1 | 4 | btls | Alcohol, Rubbing 70% | 82.00 | 328.00 |
| 2 | 3 | bxs | Clip paper, vinyl type jumbo | 22.00 | 66.00 |
| 3 | 3 | bxs | Clip paper, vinyl type small | 15.00 | 45.00 |
| 4 | 12 | pcs | Ballpointpen black | 24.00 | 288.00 |
| 5 | 50 | pcs | Folder, Long | 6.00 | 300.00 |
| 6 | 25 | pcs | Folder, Expandable Long | 18.00 | 450.00 |
| 7 | 1 | box | Carbon paper, long | 645.00 | 645.00 |
| 8 | 5 | rms | Paper bond A4 sub-20 | 205.00 | 1,025.00 |
| 9 | 60 | pcs | Envelope brown short | 3.00 | 180.00 |
| 10 | 60 | pcs | Envelope brown long | 3.50 | 210.00 |
| 11 | 6 | pcs | Stick on Note pad 3x3 | 58.00 | 348.00 |
| 12 | 1 | bx | Envelope mailing 500/box | 425.00 | 425.00 |
| 13 | 1 | bx | Envelope mailing with window 500/box | 475.00 | 475.00 |
| 14 | 20 | pcs | Envelope expandable long | 20.00 | 400.00 |
| 15 | 3 | pcs | Staple wire remover-standard twin jaws | 48.00 | 144.00 |
| 16 | 4 | rolls | Tape, transparent 2" | 60.00 | 240.00 |
| 17 | 4 | rolls | Tape, packaging 2" | 55.00 | 220.00 |
| 18 | 2 | pcs | Marker, Permanent, Black | 40.00 | 80.00 |
| 19 | 2 | pcs | Marker, Permanent, Blue | 40.00 | 80.00 |
| 20 | 3 | kgs | Detergent Powder | 165.00 | 495.00 |
| 21 | 20 | pcs | Sanitary Black Bag, Big | 10.00 | 200.00 |
| 22 | 3 | pcs | Airfreshner, gel type, vanilla scent | 175.00 | 525.00 |
| 23 | 3 | btls | Glue | 65.00 | 195.00 |
| | | | **nothing follows** | TOTAL | 7,364.00 |
| | | | for Occidental Mindoro Service Office | | |
| | | | | | |
| | | | | | |
| | | | Less: WWAT 5% | 368.20 | |
| | | | EVAT 1% | 73.64 | |
| | | | | | 441.84 |
| | | | | | |
| | | | *per RIV # OCMSO 12-01-010 dated February 13, 2012 | | |
| TOTAL | | | | | 6,922.16 |

Conditions:

- The agency shall impose penalty in an amount equivalent to 1/10-percent of the total value of undelivered order for each day of the delay as liquidated damages.
- Render your bills in triplicate copies including the original.
- If the date of receipt of the P.O. by the dealer is not indicated, it shall be deemed on the 10th working day from the date of the approval of the P.O.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of equipment purchased, and tax receipts, should be submitted by the supplier.

Funds available in the amount of **P 7,364.00**

Catalina R. Amatus
CATALINA R. AMATUS
Fiscal Controller IV

Very truly yours,
Araceli J. Lainez
ARACELI J. LAINEZ
Division Chief IV - MSD

APPROVED:
Paolo Johann C. Perez
PAOLO JOHANN C. PEREZ
Regional Vice-President
Date Approved: **May 08, 2012**

Received copy of P.O. on **May 14, 2012**
By *[Signature]*

CONFORME:
Aurora T. De Lara
AURORA T. DE LARA
Printed Name/Signature of Supplier/Representative