



## 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. **12-05-07**  
Date **May 17, 2012**  
Terms of Payment **on account**  
Mode of Procurement **LOCAL SHOPPING**

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

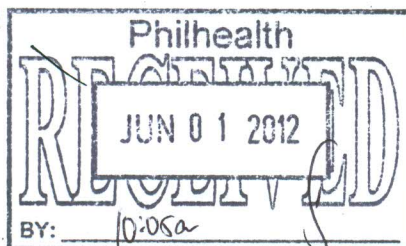
NO	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	4	btls	Alcohol, Rubbing 70%	85.00	340.00
2	12	pcs	Ballpointpen black	26.00	312.00
3	3	bxs	Clip paper, vinyl type jumbo	28.00	84.00
4	3	bxs	Clip paper, vinyl type small	25.00	75.00
5	30	pcs	Folder, Long	6.50	195.00
6	30	pcs	Folder, Expandable Long	25.00	750.00
7	5	rms	Paper bond A4 sub-20	215.00	1,075.00
8	100	pcs	Envelope brown short	3.75	375.00
9	100	pcs	Envelope brown long	4.75	475.00
10	1	bx	Envelope mailing 500/box	450.00	450.00
11	1	bx	Envelope mailing with window 500/box	495.00	495.00
12	20	pcs	Envelope expandable long	25.00	500.00
13	3	rolls	Tape, transparent 2"	55.00	165.00
14	3	rolls	Tape, packaging 2"	65.00	195.00
15	3	btls	Glue	75.00	225.00
**nothing follows**				<b>TOTAL</b>	<b>5,711.00</b>
for Occidental Mindoro Service Office					
Less: WWAT 5%				285.55	
EVAT 1%				57.11	342.66
*per RIV # OCMSO 12-03-011 dated March 28, 2012					
<b>TOTAL</b>					<b>5,368.34</b>

## Conditions:

1. 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.
2. Render your bills in triplicate copies including the original.
3. 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.
4. 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 5,711.00**

**CATALINA R. AMATUS**  
Fiscal Controller IV



Very truly yours,

**ARACELI J. LAINEZ**  
Division Chief IV - MSD

APPROVED:

**PAOLO JOHANN C. PEREZ**  
Regional Vice-President

Date Approved: **MAY 24, 2012**

CONFORME:

Received copy of P.O. on **May 29, 2012**  
By

**AURORA T. DE VERA**