

PURCHASE ORDER

By: 13 Date: 10/1Supplier **Divine Bookstore and Gen. Mdse.**

PO No.

12-09-04

Address #35 Capitol Road Brgy. 9, Mamburao Occidental Mindoro

Date

September 6, 2012

Tel./Fax No. 0908-422-7075

Terms of Payment

on account

Supplier Registered with:

Mode of Procurement

LOCAL SHOPPING

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

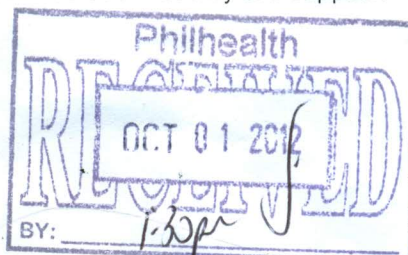
NO	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	4	btl	Alcohol, Rubbing 70%	82.00	328.00
2	12	pcs	Ballpointpen black	24.00	288.00
3	50	pcs	Folder, Long	6.00	300.00
4	30	pcs	Folder, Expandable Long	18.00	540.00
5	8	bxs	Clip paper, vinyl type jumbo	22.00	176.00
6	8	bxs	Clip paper, vinyl type small	15.00	120.00
7	10	rms	Paper bond A4 sub-20	205.00	2,050.00
8	50	pcs	Envelope brown short	3.00	150.00
9	50	pcs	Envelope brown long	3.50	175.00
10	2	pcs	Rubber band, big	195.00	390.00
11	2	pcs	Rubber band, small	30.00	60.00
12	4	pcs	Record Book, 300 pages	68.00	272.00
13	4	pcs	Record Book, 500 pages	78.00	312.00
14	1	box	Envelope mailing 500/box	425.00	425.00
15	1	box	Envelope mailing with window 500/box	495.00	495.00
16	20	pcs	Envelope expandable long	20.00	400.00
17	4	rolls	Tape, transparent 2"	60.00	240.00
18	4	rolls	Tape, packaging 2"	55.00	220.00
19	5	pcs	Correction Fluid, waterbased	39.00	195.00
20	2	pcs	Marker, permanent black	40.00	80.00
21	2	pcs	Marker, permanent blue	40.00	80.00
22	3	kgs	Detergent powder	165.00	495.00
23	30	pcs	Sanitary black bag, big	10.00	300.00
24	3	pcs	Airfreshner, gel type, vanilla scent	175.00	525.00
25	3	bttls	Glue	65.00	195.00
26	3	bttls	Disinfectant liquid cleanser 1000 ml	85.00	255.00
			nothing follows	TOTAL	9,066.00
			for Occidental Mindoro Service Office		
			Less: WVAT 5%	453.30	
			EVAT 1%	90.66	543.96
			*per RIV # OCMSO 12-05-001 dated May 4, 2012		
TOTAL					8,522.04

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 9,066.00****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: 9/13/12

Received copy of P.O. on

September 24, 2012
By: AURORA T. DE LARA

CONFORME:

Printed Name/Signature of Supplier/Representative