

Tel. # (074) 444-9862 / 444-8361 / 446-0371

# PURCHASE ORDER

Supplier Registered with: \_\_\_\_\_

Mode of Procurement: Direct contracting

Please deliver to this office within 1 day from receipt hereof the following:




[illegible]

### Terms & Conditions:

1. The agency shall impose penalty in an amount equivalent to 1/10 of 1% of the total value of undelivered order for each day of the delay as liquidated damages.
2. If the date of receipt of the Purchase Order/P.O. by the dealer is not indicated, it shall be deemed received on the day it was acknowledged to have been received by a representative either through fax or e-mail.
3. Delivery Receipt and Sales Invoice shall be required for the one-time complete delivery of the goods.
4. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
5. Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

**IMELDA CRISTETA D. VILLAMAR**  
Division Chief, MSD

Certified Budget Available	Funds Available in the amount of:	Php	5,070.00	APPROVED:
 <b>LILIBETH M. PALACI</b> Fiscal Controller I	 <b>Maria Linda H. Gadingan</b> Fiscal Controller III			 <b>ELVIRA C. VER</b> Regional Vice President, PRO-CAR
Within the COB: _____ Expense Code: _____ Budget: _____ Remarks: _____				

CONFORME:

Received Copy of P.O. on

10-18-12

Print Name and Signature  
of Supplier/Representative