

PURCHASE ORDER

Supplier LITANY COMMERCIAL
 Address Rm. 321 Downtown Bldg., Quintin Paredes St., Binondo Manila
 Tel.Fax No. 254-2431 / Telefax No. 254-3542
 Supplier Registered with: PHILHEALTH

P.O No.: 08-078-13
 Date: August 15, 2013
 Term of Payment: On Account
 Mode of Procurement: Local Shopping

Office Order No. 0161, s. 2012

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

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	7	pc	CLIPBOARD For legal size document	90.00	630.00
2	60	pc	DOCUMENT FOLDER Leatherette, with zipper 12 x 8.5	330.00	19,800.00
3	5	pack	SPECIAL BOARD For name cards/calling cards, 8 1/2 x 11, 200-220 gsm, off white/cream, 10pcs/pack	24.75	123.75
					20,553.75
LESS:					
EWT 1% 183.52					
GMP 5% 917.58					
					1,101.10
					19,452.65
RIV # received:					
13-0244 dtd. 04/30/13 Task Force IT Audit - Alma Lynn O. Alambra					
13-0370 dtd. 06/19/13 PRID-GSBMD - Emily D. Briones					

Terms & Conditions:

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- 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 acknowledge to have been received by a representative either through fax or e-mail
- Delivery of the above item(s) shall be made within the prescribed schedule dates. Supplier are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall only be from 09:00 to 11:30 a.m. and 1:30 to 3:00 p.m. during Mon/Wed/Fri (MWF). All item(s) shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of repair.
- 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
- Warranty of three (3) months on hidden defects

Very truly yours,

CRISTINA G. MONSALUD

AO III-OIC, Procurement Section

Certified Budget Available: <u>Com. follow</u>		Funds Available in the amount of: <u>Php20,553.75</u>	APPROVED:
CORAZON M. TABULAO Fiscal Controller III		LILIA R. GARRIDO Fiscal Controller III	
Within the COB: <u>CY 2013</u> Expense Code: <u>774-10 (Reg. office supplies)</u> Budget: <u>20,553.75</u> Remarks: <u>PRID-PS-07</u>			CHERIE CARMEN B. DIVINA Division Chief, PRSMD HEAD OF THE AGENCY or Authorized Representative
CONFORME: <u>Ana D. Marcos</u> Signature over Printed Name and Position of authorized representative			
			Received copy of P.O. <u>8/27/13</u> Date

note: partial delivery as of 11/22/13