

# PURCHASE ORDER

P.O.No.	<b>1301P-017</b>
Date :	<b>January 28, 2013</b>
Terms of payment :	<b>20-30 DAYS</b>
Mode of Procurement :	<b>Local shopping</b>

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

NO.	QTY.	Unit	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMT.
	10	pax	AM Snacks	73.00	730.00
	10	pax	Lunch	246.00	2,460.00
	10	pax	PM Snacks	73.00	730.00
			for Legal Office Monthly meeting	total	3,920.00
			xxxxxxxxnothing followsxxxxxxxx		xxxxxxxxxxxxxxxx
			WITHIN		2013
					AND

Conditions:

- 1.The agency shall impose penalty in an amount equivalent to 1/10 of 1 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 the receipt of the P.O. by the dealer is not indicated,it shall be deemed received 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 the equipment purchased,and tax receipts, should be submitted by the supplier

Very truly yours,

**MARIA RHOELLA S. PARE**  
Chief Management Services  
Division

DATU MASIDING M. ALONTO, JR.  
RVP PRO-10

BY: Gimen ~~for~~ Alacim  
Name and Signature of

AMOR CASTILLON  
AQ-1