

PURCHASE ORDER

P.O.No.	1303P-069
Date :	March 6, 2013
Terms of payment :	20-30 DAYS
Mode of Procurement :	Local shopping

Please deliver to this office within 15 working days from receipt hereof the following:

NO.	QTY.	Unit	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMT.
	11	pax	PM Snacks	100.00	1,100.00
	11	pax	Lunch	250.00	2,750.00
			(meeting for Payroll Process Assessment on March 06, 2013)	total	3,850.00
			xxxxxxxxnothing followsxxxxxxxxxx		xxxxxxxxxxxxxx

WITHIN IN 2013

MANO

- 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: Ruth Arce
Name and Signature of
Supplier/Representative