

709 CityState Center Bldg.
Shaw Blvd. Brgy. Oranbo, Pasig City
Telefax No. 637-3158

PURCHASE ORDER.

Supplier	METRO B SCHOOL & OFFICE SUPPLIES
Address	470 E.T. Yuchengco St. Brgy. 289 Binondo Manila
Tel.Fax No.	242-0184 242-0150
Supplier Registered with:	PHILHEALTH

P.O No.	08-077-14
Date:	August 26, 2014
of Payment:	C.O.D.
procurement:	Small Value Procurement

Please deliver to this office within

C.O.D.

from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	6	UNITS	WHITEBOARD, 6FT (L) X 4 FT.(W) WITH STAND AND ROLLER, MAGNETIC	4,930.00	29,580.00
					29,580.00
			LESS: EWT 1% 264.11		
			GMP 5% 1,320.54		1,584.65
					27,995.35
		RIV #			
		14-0138 dtd. 03-05-14	FAD - Mischelle N. Viray - <i>MODE</i>		
		14-0687 dtd. 03-19-14	CMD-Melody Ann r. Viterbo		
		14-0139 dtd. 03-05-14	QAC-Melchora T. Mateo		
		14-0530 dtd. 7/4/2014	ITMD-Dennis Lloyd A. Lee		
		14-0701 dtd. 08/20/14	OVP-MMG Glenda S. Sanchez		

Terms & Conditions:

1. 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.
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 acknowledge to have been received by a representative either through fax or e-mail
3. 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
4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the
5. 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.

Very truly yours,

ELY E. ROXAS

Administrative Officer III

Certified Budget Available:	Funds Available in the amount of:	Php29,580.00	APPROVED:
<p><i>[Signature]</i> CORAZON M. TABULAO Fiscal Controller III</p>		<p><i>[Signature]</i> LILIA R. GARRIDO Fiscal Controller III</p>	<p><i>[Signature]</i> LEILA S. TUAZON OIC Head - SBAC HEAD OF THE AGENCY or Authorized Representative</p>
<p>Within the COB: <i>2014</i></p> <p>Expense Code: <i>28-10 (Office Expense)</i></p> <p>Budget: <i>929,880.00</i></p> <p>Remarks: <i>Changed to PWD, CMD, LT and CRRS</i></p>		<p><i>08-381</i> <i>Reg. office supplies</i></p>	
<p>CONFORME:</p> <p><i>[Signature]</i> D. BATHAL Signature over Printed Name and Position of authorized representative</p>		<p>Received copy of P.O.:</p> <p><i>[Signature]</i> Date</p>	

Approved 9/4