

709 CityState Center Bldg.
Shaw Blvd. Brgy. Oranbo, Pasig City
Telefax No. 637-3158 637-4735

PURCHASE ORDER

Supplier	DAVID LINK (MANILA) CORPORATION	Work Order No.	09-093-14
Address	2733 Zenaida St. Brgy. Poblacion, Makati City	Date:	September 16, 2014
Tel.Fax No.	890-0484	Term of Payment:	On Account
Supplier Registered with:	PHILHEALTH	Mode of Procurement:	Small Value Procurement

Please deliver to this office within **30 working days** from receipt hereof the following

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	UNITS	BINDING MACHINE Brand / Model : NIBO BM-C24D 24 holes (letter/A4/long paper) size: 15-20 sheets punching capacity: 450 sheets binding capacity, 2 hand lever systems, operating manual, small screw driver, heavy duty	16,000.00	32,000.00
					32,000.00
			LESS: EWT 1% 285.71 GMP 5% 1,428.57		1,714.28
					30,285.72
			Note: 14-0705 dtd. 08/26/14 CAG - Anthony T. Padua 14-0725 dtd. 08/26/14 OFP - Roberto B. Cuizon		

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. 8ldg. 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:	Php32,000.00	APPROVED:
<p><i>Corazon M. Tabulao</i> CORAZON M. TABULAO Fiscal Controller III</p>		<p><i>Lilia A. Garrido</i> LILIA A. GARRIDO Fiscal Controller III</p>	<p><i>Leila S. Tuazon</i> LEILA S. TUAZON OIC Head - SBAC HEAD OF THE AGENCY or Authorized Representative</p>
<p>Within the COB: <u>2014</u></p> <p>Expense Code: <u>238-106 Office Equipment</u></p> <p>Budget: <u>P 32,000.00</u></p> <p>Remarks: <u>changed to VP-CAG (CAGAS)</u> <u>OPD - (CAGAS)</u></p>		<p>Received copy of P.O.: <u>24 Sept - 2014</u> Date</p>	
<p>CONFORME:</p> <p><i>Richard M. Lucas</i> RICARDO M. LUCAS Signature over Printed Name and Position of authorized representative</p>			