



## PURCHASE ORDER

Supplier: <b>EL CAMINO DELA SEDA VENTURES</b>	PO NO. <b>16-01-010</b>
Address: <b>R &amp; T Yap Building, Bangoy Street, Davao City</b>	PO Date: <b>January 22, 2016</b>
Contact No. <b>300-7843, 3054774</b>	Terms of Payment: <b>15 days</b>
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT TIN: 924-842-597-002	Mode of Procurement: <b>Local Shopping</b>

Please Deliver to this Office within 15 days from Receipt hereof the following:

PR NO.	Item No.	Qty	Unit	Item Description	Unit Cost	Total Cost
<b>1601-06-18</b>	1	12	rolls	Tape, 1 inch, double-sided with foam	65.00	<b>780.00</b>
	2	13	rolls	Tape, 1 inch, double-sided without foam	20.50	<b>266.50</b>
	3	12	rolls	Tape, 2 inches, double-sided without foam	54.00	<b>648.00</b>
	4	24	packs	Battery, AA, Alkaline, 2 pieces per packet	62.00	<b>1,488.00</b>
	5	3	packs	Battery, AA, rechargeable, 2 pieces per packet	390.00	<b>1,170.00</b>
	6	3	packs	Battery, AAA, rechargeable, 2 pieces per packet	390.00	<b>1,170.00</b>
	7	4	pieces	Eraser, for whiteboard	13.50	<b>54.00</b>
<b>1601-06-20</b>	8	10	boxes	Envelope, expanding, legal, brown, 100 pcs / box	800.00	<b>8,000.00</b>
	9	1100	pieces	Folder, tagboard, A4, brown	3.20	<b>3,520.00</b>
	10	2100	pieces	Folder, tagboard, long, brown	3.20	<b>6,720.00</b>
	11	32	pieces	Marker, permanent, broad tip, black	25.00	<b>800.00</b>
	12	24	pieces	Marker, permanent, broad tip, blue	25.00	<b>600.00</b>
	13	12	pieces	Marker, permanent, broad tip, red	25.00	<b>300.00</b>
	14	33	pairs	Scissors, big	30.00	<b>990.00</b>
For replenishment of office supplies <b>Posted on GEPS: January 8, 2016</b> ***** nothing follows *****						<b>26,506.50</b>

less: tax 57. 1,183.33  
 1/ 236.67

1,420. N  
25,086.50

**Conditions:**

- 1 The agency shall impose penalty in an amount equivalent to 1/10 of 1% 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 is deemed received on the 10th working day of the approval of the P.O.
- 4 For imported items, IMPORTANT DOCUMENTS SPECIFICALLY showing the condition(s) and serial numbers of the equipment must be presented upon delivery.

Very truly yours,   <b>GARY S. VELAYO</b> Administrative Officer IV	PRO-XI Budget FY 2016 BRO No. _____ Charge to: <u>MOOE</u> Exp. Code <u>74-10</u> Amount <u>26,506.50</u>  <b>PATRICK ANGELO L. UY</b> Budget Officer Designate	Recommending Approval:   <b>ARNEIL B. SUBIBI</b> Division Chief IV, MSD	Approved by:   <b>DENNIS B. ADRE</b> Regional Vice President
Received copy of P.O. on _____  Received by: _____		Conformed: <b>NARVY C. PANUAYAN</b> Supplier/Representative	
		Date <u>2/2/16</u>	