



## PURCHASE ORDER

Supplier: <b>PRINCE EDUCATIONAL SUPPLY</b>	PO NO. <b>16-01-012</b>
Address: <b>132 Bolton Street, Davao City</b>	PO Date: <b>January 22, 2016</b>
Contact No. <b>226-3617, 227-1983, 300-0161 (fax)</b>	Terms of Payment: <b>15 days</b>
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT TIN: 178-130-560	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	13	rolls	Tape, 2 inches, double-sided with foam	160.00	<b>2,080.00</b>
	2	30	rolls	Tape, masking, 1 inch	18.00	<b>540.00</b>
	3	52	rolls	Tape, transparent, 1 inch	11.50	<b>598.00</b>
	4	27	rolls	Tape, transparent, 2 inches	24.00	<b>648.00</b>
	5	6	rolls	Tape, transparent, 3 inches	36.00	<b>216.00</b>
	6	34	pieces	Correction Pen	18.75	<b>637.50</b>
	7	13	bottles	Glue, white, 130 grams	24.50	<b>318.50</b>
<b>1601-06-20</b>	8	5	pieces	Cutter, heavy duty, retractable, L-500	24.50	<b>122.50</b>
	9	3	units	Paper Cutter, 18 x 15, heavy duty	950.00	<b>2,850.00</b>
	10	5	pieces	Cutter, small, retractable, L-200	35.00	<b>175.00</b>
	11	15	pieces	Envelope, expanding, plastic, with rubber strap, legal	9.75	<b>146.25</b>
	12	50	sets	Marker, fluorescent, assorted colors, 3 pcs / set	59.25	<b>2,962.50</b>
	13	26	pairs	Scissors, 15 cm	29.50	<b>767.00</b>
For replenishment of office supplies <b>Posted on GEPS: January 8, 2016</b> ***** nothing follows *****  <div style="text-align: right; font-family: cursive;">             less: 125.57. 538.45              1/ 107.69           </div>						<div style="font-family: cursive;">             646.14  <u>11,415.11</u> </div>

**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>774-10</u> Amount <u>12,061.25</u>   <b>PATRICK ANGELO L. UY</b> Budget Officer Designate	Recommending Approval:   <b>ARNEL B. SUBIBI</b> Division Chief IV, MSD	Approved by:   <b>DENNIS B. ADRE</b> Regional Vice President
Received copy of P.O. on <u>FEB 02 2016</u>  Received by: <u>My</u>		Conformed:  Supplier/Representative _____ Date _____	