



PURCHASE ORDER

Supplier: MARK ENTERPRISES, INC.	PO NO. 16-02-044
Address: 128 E. Quirino Avenue, Davao City	PO Date: February 9, 2016
Contact No. FAX # 222-0123	Terms of Payment: 15 working days
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT TIN: 000-077-188	Mode of Procurement: Local Shopping

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

PR NO.	Item No.	Qty	Unit	Item Description	Unit Cost	Total Cost
1601-06-19	1	25	pieces	Dust Mask	5.00	125.00
	2	6	pieces	Feather Duster	75.00	450.00
	3	6	pieces	Mop Handle	285.00	1,710.00
	4	20	liters	Muriatic Acid	35.00	700.00
For replenishment of janitorial supplies Posted on GEPS: January 8, 2016 ***** nothing follows *****						2,985.00
<i>less: tax 5% 133.26 1% 26.65</i>						<i>159.91</i> <i>\$ 2,825.09</i>

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, GARY S. VELAYO Administrative Officer IV	PRO-XI Budget FY 2016 BRO No. _____ Charge to: <u>MBOE</u> Exp. Code <u>774-10</u> Amount <u>2,985.</u> PATRICK ANGELO L. UY Budget Officer Designate	Recommending Approval: ARNEIL B. SUBIBI Division Chief IV, MSD	Approved by: DENNIS B. ADRE Regional Vice President
Received copy of P.O. on _____		Conformed: MARVIN B. TE	
Received by: _____		Supplier/Representative _____ Date <u>2/19/16</u>	