



## PURCHASE ORDER

Supplier: <b>GH OFFICE DEPOT</b>	PO NO. <b>16-02-070</b>
Address: <b>88A Monteverde Avenue, Davao City</b>	PO Date: <b>February 24, 2016</b>
Contact No. <b>224-5400, 224-2573</b>	Terms of Payment: <b>15 working days</b>
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT            TIN: <b>890-000-074-144</b>	Mode of Procurement: <b>Local Shopping</b>

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
<b>1601-06-53</b>	1	3	units	Cash Vault, 4-drawer with vault at top drawer For FOD, LHIO Digos & PMAC	13,503.30	<b>40,509.90</b>
	2	1	unit	Safety Vault, all steel, insulated for fire resistance (G15-594) For GSU	19,312.50	<b>19,312.50</b>
<b>1601-06-54</b>	3	1	unit	Storage Cabinet, with 4 adjustable shelves (FC-A18) For LHIO Digos	8,652.00	<b>8,652.00</b>
						<b>68,474.40</b>

less: by 5. 3,056.89

1/ 611.38

---

3,668.27

64,806.13

**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>CAPEX</u> Exp. Code <u>279-00</u> Amount <u>₱ 68,474.40</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 _____  Received by: _____		Confirmed: <div style="text-align: center;"><b>REGINE ASFACIO</b></div> Supplier/Representative	
		Date <u>3/18/16</u>	