



## PURCHASE ORDER

<b>Supplier:</b> MARK ENTERPRISES, INC.	<b>PO NO.:</b> 16-02-077
<b>Address:</b> 128 E. Quirino Avenue, Davao City	<b>PO Date:</b> February 29, 2016
<b>Contact No.:</b> FAX # 222-0123	<b>Terms of Payment:</b> 15 working days
<input checked="" type="checkbox"/> <b>VAT</b> <input type="checkbox"/> <b>NON-VAT</b> <b>TIN:</b> 000-077-188	<b>Mode of Procurement:</b> 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
1602-06-22	1	400	pieces	Folder, pressboard, long, green	8.50	3,400.00
	2	15	packs	Paper, vellum board, 13 x 8, 10 pieces per pack	25.00	375.00
	3	30	sheets	Paper, vellum, A4	2.00	60.00
	4	30	pads	Stick-on Note Pad, 76 mm x 76 mm	20.00	600.00
	5	12	rolls	Tape, 1 inch, double-sided, with foam	25.00	300.00
	6	13	rolls	Tape, 1 inch, double-sided without foam	25.00	325.00
				For replenishment of office supplies		5,060.00
				Posted on GEPS: February 19, 2016		
				***** nothing follows *****		
				<div style="text-align: right; font-family: cursive;">           less: 12x 57. 225.89                  1 1/2 45.18  <hr style="width: 100px; margin-left: auto;"/> </div>		<div style="text-align: right; font-family: cursive;">           271.07  <hr style="width: 100px; margin-left: auto;"/>           \$ 4,788.93  <hr style="width: 100px; margin-left: auto;"/> </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>\$5,060.00</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>MARVIN S. TE</b> Supplier/Representative	
		Date <u>7/19/16</u>	