



PURCHASE ORDER

Supplier: GH OFFICE DEPOT	PO NO. 16-05-135
Address: 88A Monteverde Avenue, Davao City	PO Date: May 20, 2016
Contact No. 224-5400, 224-2573	Terms of Payment: 15 working days
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT TIN: 890-000-074-144	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
1605-06-04	1	500	pieces	Ballpen, blue	2.80	1,400.00
	2	100	pieces	Ballpen, red	2.80	280.00
	3	100	packs	Cable Ties, small	89.00	8,900.00
	4	1000	pieces	Folder, tagboard, A4, brown	3.10	3,100.00
	5	48	pieces	Marker, permanent, broad tip, black	27.90	1,339.20
	6	48	pieces	Marker, permanent, broad tip, blue	27.90	1,339.20
	7	12	rolls	Tape, double-sided, with foam, # 2	150.00	1,800.00
	8	12	rolls	Tape, electrical	9.80	117.60
	9	6	pieces	Tape Dispenser	68.80	412.80
For replenishment of office supplies Posted on GEPS: May 4, 2016						
1605-06-13	10	10	pieces	Self Inking Stamp (Printer S-822) For ITMS Posted on GEPS: May 5, 2016 ***** nothing follows *****	235.50	2,355.00
						21,043.80
<p>less: tax 5% 939.46 i 187.89</p>						<p>1,127.25 ₱ 19,916.45</p>

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>MODE</u> Exp. Code Amount <u>74-10</u> ₱ 21,043.80	Recommending Approval: ARNEL B. SUBIBI Division Chief IV, MSD	Approved by: DENNIS B. ADRE Regional Vice President
Received copy of P.O. on _____ Received by: PATRICK ANGELO L. UY Budget Officer Designate	Conformed: Supplier/Representative		
			Date <u>06-16-16</u>