



PURCHASE ORDER

Supplier: D 88 AVENUE PRINTING WORKS AND PAPER DEPOT	PO NO. 16-08-227
Address: Agton Street, Toril, Davao City	PO Date: August 23, 2016
Contact No. 284-8950	Terms of Payment: 15 working days
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT TIN: 933-622-100-001	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
1607-06-13	1	50	boxes	Fastener, plastic	18.00	900.00
	2	60	rolls	Paper, thermal, 80x70	35.00	2,100.00
				For replenishment of office supplies		
1607-06-17	3	20	boxes	Metal Fastener, stainless	31.00	620.00
	4	10	pieces	Ring Binder, 1/2 inch x 44 inches, plastic, black	10.00	100.00
	5	15	pieces	Ring Binder, 2 inches x 44 inches, plastic, black	45.00	675.00
				For replenishment of office supplies		4,395.00
				***** nothing follows *****		
				less: by 5% 196.21 1% 39.24 <hr style="width: 100px; margin: 0 auto;"/>		<u>275.45</u> <u>\$4,159.55</u>

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>MOOE</u> Exp. Code <u>774-10</u> Amount <u>\$4,795.11</u>	Recommending Approval: ARNEIL B. SUBIBI Division Chief IV, MSD	Approved by: DENNIS B. ADRE Regional Vice President
Received copy of P.O. on <u>9/2/16</u>		Conformed: _____	
Received by:		Supplier/Representative _____ Date _____	