



Purchase Order

SUPPLIER: ADA MARKETING

ADDRESS: COTABATO CITY

P.O. No.: 02-024-16

Date: 2/24/2016

TELEPHONE/FAX NO.:

SUPPLIER REGISTERED WITH:

TERMS OF PAYMENT: 30 days

MODE OF PROCUREMENT: Small

same procurement

Please deliver to this office within _____ days from the receipt hereof the following:

QTY	UNIT	ITEM	ITEM/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
2	UNITS	General Cleaning of windo...	General Cleaning of window type airconditioning unit	600.00	1,200.00
4	UNITS	General Cleaning of split t...	General Cleaning of split type aircondition unit	1,000.00	4,000.00
1	UNIT	GENERAL CLEANING O...	GENERAL CLEANING OF 5 TONNER FLOOR MOUNTED AIRCON	1,000.00	1,000.00
		TAX	WITHHOLDING TAX 2%	-124.00	-124.00
		TAX	NON VAT 3%	-186.00	-186.00
Total					PHP 5,890.00

CONDITIONS:

1. The Agency shall impose penalty in an amount equivalent to 1/10 of 1 percent of the value 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 this PURCHASE ORDER by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of approval.
4. For imported items, IMPORTANT DOCUMENTS, especially showing of condition, serial number of the equipment purchased, and tax receipts, should be submitted by the supplier.

Funds available in the amount of P 6,200.00

GENLY DELA VICTORIA AGHOT, CPA
Fiscal Controller

FISCAL CONTROLLER

MERLIE C. SABUG, MPA
DIVISION CHIEF IV

Approved:

MIRIAM GRACE G. PAMONAG, M.D.
REGIONAL VICE PRESIDENT

Received copy of P.O. on 3/8/16
By: _____

CONFORME:

PRINT NAME AND SIGNATURE OF SUPPLIER/REPRESENTATIVE