PURCHASE ORDER

Supplier: OFFICE WAREHOUSE, INC.

Address: Dahlia cor. Rolex St. West Fairview Quezon City

Tel.Fax No.: 282-3357

P.O No.: NCR-P-19-08-003

Date: August 13, 2019

Supplier Registered with _____ Philgeps _____

Term of Payment: Government Terms

Mode of Procurement: Shopping

Please deliver to this office within ___ **5 working days** ___ from receipt hereof the following

NO.	QTY	UNIT	Job Description	UNIT PRICE	TOTAL AMOUNT
1	246	Units	Office Supplies, Stapler, with Remover, HD No. 35	87.00	21,402.00
			Less:		21,402.00
			EWT 1% : 191.09		
			FVAT 5% : 955.45		1,146.54
				Net Amount:	20,255.46
			PR #: 19-0276-NCR-P dated July 01, 2019	08	169

Conditions:

1. The supplier shall strictly comply with the terms of reference or specifications prescribed by the Corporation.
2. The Corporation shall impose penalty in an amount equivalent to 1/10 of 1 percent of the total value of undelivered order for each day of the delay as liquidated damages.
3. Render your bills in triplicate copies including the original.
4. If the date of receipt of the J.O. by the dealer is not indicated, it shall be deemed received on the 15th Working day from the date of the approval of the J.O.
5. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

MARICEL J. MAGLALANG
OIC, Management Services Division, PRO NCR

Certified Budget Available:

JOEL P. SANTOS
Designated Budget Officer

Within the COB: 2019
Expense Code: regular office supplies
Available Budget: P21,402 —
Remark: pun # 203 c 204

Funds Available in the amount of: Php21,402.00

WILLIE M. BUMACOD 8/27/19
OIC-Section Chief, Fund Management Services

Received copy of J.O on

APPROVED:

GILDA SALVACION A. DIAZ
Vice President - PRO NCR
(or Authorized Representative)

CONFORME:

contractor 8/29

Print Name and Signature
of Supplier/Representative