PURCHASE ORDER

Supplier: **ARTLINK SOS TRADING** P.O. No.: **21-025**
Address: Plaza Burgos, Guagua, Pampanga Date: June 28, 2021
Tel./ Fax No.: 09178012603 Term of Payment: 15 DAYS
Supplier Registered with: PHILHEALTH Mode of Procurement: SHOPPING

Please deliver to this Office within 10 working days the continuous forms:
Please deliver to this Office within 15 working days from receipt hereof.

NO.	QTY.	UNIT	ITEM / DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	30	box	CONTINUOUS FORM 11 x 14-7/8, 2 ply, plain, 70 gsm, 1000 sheets/box	1,698.00	50,940.00
2	17	box	FASTENER Long Stem	98.00	1,666.00
3	299	box	PAPER CLIP, 32mm, vinyl/plastic coated, assorted colors, 100s/box/52g per box	7.00	2,093.00
4	300	box	PAPER CLIP 48mm, vinyl/plastic coated, assorted colors, 100s/box or 120g/box	17.50	5,250.00
5	296	box	PAPER CLIP BACKFOLD, 25mm, (1) all metal, clamping length: 25mm (-1mm), clamping depth: 13mm (min.), thickness of metal: 0.22mm (min.), 12 pcs/box	18.50	5,476.00
6	157	box	PAPER CLIP BACKFOLD, 50mm, all metal, clamping length: 50mm (-1mm), clamping depth: 25mm (min.), thickness of metal: 0.33mm (min.), 12 pcs/box	59.50	9,341.50
7	141	book	RECORD BOOK 300 pages, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	155.00	21,855.00
8	109	book	RECORD BOOK 500 pages, 215mm x 275mm, 55 gsm., smythe sewn, w/ 'Official Record Book' printing	185.00	20,165.00
9	300	roll	TAPE MASKING, Size 1 (24mm) 50M	33.60	10,080.00
			***************Nothing Follows***************		
			DELIVERY DATE: 10 WORKING DAYS FOR CONTINUOUS FORMS		
			DELIVERY DATE : 15 WORKING DAYS FOR OTHER OFFICE SUPPLIES		
			RJ-2021-05-005	TOTAL AMT.	PHP 126,866.50

Conditions:

1. The Agency shall impose penalty in an amount equivalent to 1/10 of 1 percent of the 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 receipts of this Purchase Order (P.O.) by the dealer is not indicated, it shall be deemed received within 15 working days from the date of approval.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.
5. Delivery shall be made only on MONDAYS to FRIDAYS at 8AM. except for emergency cases wherein prior notification in such cases shall be given by this office.

Very truly yours,

EVELYN E. OCAMPO
PRO3 SBAC - Head

Certified Budget Available:	*Funds available in the amount of* PHP 126,866.50	APPROVED
EVELYN C. CO *FC III / Comptrollership Unit*	**LEONIDAS A. LUMBA** *FC IV / Fund Management Section*	**EDGARDO F. FAUSTINO** *Acting Vice President PRO III*
Within the COB CY 2021 Expense Code Regular Office Supplies Budget Remarks		

CONFORME:

SIGNATURE OVER PRINTED NAME OF SUPPLIER/ REPRESENTATIVE

July 13, 2021 4pm
DATE RECEIVED COPY OF P.O.