

**RECEIVED**  
05 APR 2024  
By: J. P. V. COMPTON

**PURCHASE ORDER**  
OFFICE/DEPARTMENT: MSD/PROCUREMENT

Supplier: UNICO TRADING  
Address: Magallanes St., Oro Site Legazpi City  
Tel./Fax No.: 9175582657  
Supplier Registered with: PhilGEPS

PO No. PO24-03-006  
Date: 18-Mar-24  
Terms of Payment: Charge  
Mode of Procurement: SVP

Please deliver to this office within **30 calendar days** from receipt hereof of the following:

Item no.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	10	roll	Duct Tape, size 2"x50m, indoor and outdoor use for general repairs, patching and mending, sticky and waterproof	305.00	3,050.00
2	12	pcs	LED Bulb, 12 w, 220 V	110.00	1,320.00
3	50	pcs	LED Bulb, 15 w, 220 V	155.00	7,750.00
4	30	pcs	LED Bulb, 18 w, 220 V	210.00	6,300.00
5	10	pcs	Outlet, 4 gang	120.00	1,200.00
6	30	pcs	Screw, hook no. 1/2	3.00	90.00
XXXXXXXXXX					
PRO 5 and LHIOs use					
PR24-02-054, RFQ2024-02-052, AOC24-03-044				Grand Total	19,710.00

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Purchase Order / P.O. By the dealer is not indicated, it shall be deemed received on the day it was acknowledge to have been received by a representative either through fax or e-mail.
- Delivery of the above item(s) shall be made within the prescribed schedule dates. Supplier are advised to inform Procurement Section atleast two (2) days before the delivery.
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of repair.

**Note: This serves as a Notice to Proceed**

**REMINDER:**

Please be reminded that the Corporation is implementing the "NO GIFT POLICY" (In compliance with R.A. No. 6713 and R.A. No. 3019)

For any violations of this policy or any unethical behavior from our officers and staff, please contact

Very truly yours,

*Shirley S. Victoria*  
**SHIRLEY S. VICTORIA**

FC IV/ Acting Chief, Mt. Services Div.

Certified Budget Available: <u>19,710</u> Funds Available in the amount of: <u>19,710</u> <b>LIZZETE G. VILLANUEVA</b> 4/15 FC II/ Budget Officer Designate With in the COB: <u>2024</u> Expense Code: <u>50209990</u> Budget: <u>155 10</u> Remarks: <u>2024-01-0129</u>	APPROVED: <b>ALBERTO C. MANDURIAO</b> Regional Vice-President
<b>DARIUS B. ARROYO</b> FC III/ Acting FMS Head 4/17/24	Signature over <u>[Signature]</u> Printed Name and Position of Authorized Representative
Conforms:	Date:

