

PURCHASE ORDER

1 Supplier/Provider: 347 SCHOOL OFFICE SUPPLIES, INC.		2 P. O. Number: 201910-0220	
Address: Binondo, Manila		Date: October 25, 2019	
Tel./Fax No.: 410-0812		P.R. No.: 201909-0222	
TIN: 007-649-037-000		Date: September 25, 2019	
		Mode of Procurement: Shopping	

3
Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein

Item No.	Stock No.	Qty	Unit	Item Description	Cost	
					Unit	Total
1		360	piece	BALLPEN, Ordinary, Black	4.50	1,620.00
2		360	piece	BALLPEN, Ordinary, Blue	4.50	1,620.00

Amount in Words: Three Thousand Two Hundred Forty Pesos	Total: 3,240.00 <i>*Subject to Applicable Taxes</i> GROSS 3,240.00
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4 Place of Delivery: PCC	Delivery Term: <input type="checkbox"/> Pick-up <input checked="" type="checkbox"/>	- Deliver w/in 7 calendar days from receipt of PO
Date of Delivery/Completion	Payment Term: <input type="checkbox"/> COD <input checked="" type="checkbox"/> 15	- Days after delivery

Note: All materials replaced during the repair job shall be surrendered upon delivery of equipment to facilitate processing of payment. Unless otherwise indicated, the above terms and conditions are deemed accepted and form part thereof.

5 Penalty Provision:
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: _____
Supplier signature over printed name
Date: **8 NOVEMBER 2019**

Very truly yours,

KENNETH V. TANATE, PhD
Executive Director and
Head of Procuring Entity
Date: _____

6 Funds Available : BERNARD L. TINONAS	7 Amount : _____ ALOBS No.: _____ Date : _____
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