

**PURCHASE ORDER**

<p><b>1</b> Supplier/Provider: <b>MCSA MARKETING</b></p> <p>Address: <b>Binondo, Manila</b></p> <p>Tel./Fax No.: <b>986-9840 / 738-8050</b></p> <p>TIN: <b>103-916-601-000</b></p>	<p><b>2</b> P. O. Number: <b>201910-0218</b></p> <p>Date: <b>October 25, 2019</b></p> <p>P.R. No.: <b>201909-0222</b></p> <p>Date: <b>September 25, 2019</b></p> <p>Mode of Procurement: <b>Shopping</b></p>
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**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
6		240	piece	WHITEBOARD MARKER, Black, Fine Point	24.00	5,760.00
7		240	piece	WHITEBOARD MARKER, Blue, Fine Point	24.00	5,760.00
8		240	piece	WHITEBOARD MARKER, Red, Fine Point	24.00	5,760.00
10		200	piece	ARCHFILE FOLDER, Legal Horizontal Black, 3-inch width 2-holes	98.00	19,600.00
14		100	pack	STICKER PAPER, A4 Matte	38.00	3,800.00
16		100	piece	RING BINDER, Plastic 25mm, Black	25.00	2,500.00
17		100	piece	RING BINDER, Plastic 20mm, Black	14.75	1,475.00
18		100	piece	RING BINDER, Plastic 12mm, Black	9.00	900.00

<p>Amount in Words: <b>Forty-Five Thousand Five Hundred Fifty-Five Pesos</b></p>	<p>Total: <b>45,555.00</b></p> <p><i>*Subject to Applicable Taxes</i></p> <p>GROSS: <b>45,555.00</b></p>
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<p><b>4</b> Place of Delivery: <u>PCC</u></p>	<p>Delivery Term: <input type="checkbox"/> Pick-up <input checked="" type="checkbox"/></p>	<p>- Deliver w/in 7 calendar days from receipt of PO</p>
<p>Date of Delivery/Completion: _____</p>	<p>Payment Term: <input type="checkbox"/> COD <input checked="" type="checkbox"/> <b>15</b></p>	<p>- Days after delivery</p>

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.

<p>Conforme: <u>Teresa S. Agsalud</u> Proprietress</p> <p>Supplier signature over printed name</p> <p>Date: <u>November 18, 2019</u></p>	<p>Very truly yours,</p> <p><u>KENNETH V. TANATE, PhD</u> Executive Director and Head of Procuring Entity</p> <p>Date: _____</p>
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<p><b>6</b> Funds Available : _____</p> <p style="text-align: center;"><b>BERNARD L. TINONAS</b></p>	<p><b>7</b> Amount : _____ ALOBS No.: _____</p> <p>Date : _____</p>
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