



PURCHASE ORDER

Supplier/Provider: ZAB ENTERPRISES INC.		P. O. Number: 2020-00-0025
Address: Sampaloc, Manila		Date: December 9, 2019
Tel./Fax No: 8712-8535 / 8711-0942		P.R. No: 2020-00-0016
TIN: 009-294-989-000		Date: November 26, 2019
		Mode of Procurement: Shopping

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
3		200	pack	Specialty Paper 10's (A4 80gsm Cream, Smooth Texture)	20.00	4,000.00
4		116	pack	Specialty Paper 10's (A4 220gsm Cream, Smooth Texture)	35.00	4,060.00
10		30	piece	Duct Tape 48mm x 25mm	115.00	3,450.00

Amount in Words: Eleven Thousand Five Hundred Ten Pesos	Total: 11,510.00
	*Subject to Applicable Taxes: -
	GROSS: 11,510.00

Place of Delivery: PCC	Delivery Term: <input type="checkbox"/> Pick-up <input checked="" type="checkbox"/>	- Deliver w/in 15 calendar days from receipt of PO
Date of Delivery/Completion: _____	Payment Term: <input type="checkbox"/> COD <input checked="" type="checkbox"/>	- 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.

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 or every day of delay shall be imposed.

Very truly yours,
 Conforms: Perla A. Tago
 Supplier signature over printed name
 Date: 2-6-20

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

Funds Available: CP. No. 2020 - 0016	Amount: _____	ALOBS No.: _____
<u>MA. DOLORES A. KALALO</u>	Date: _____	_____

