


PURCHASE ORDER

1 Supplier/Provider APEX OFFICE SUPPLIES & EQUIPMENT TRADING Address <u>Culiat, Quezon City</u> Tel./Fax No. <u>0917 5100 923</u> TIN <u>299 229 775 002</u>			2 P. O. Number 2021-06-0091 Date <u>06/28/2021</u> P.R. No. <u>2021-05-0069</u> Date <u>05/21/2021</u> Mode of Procurement <u>SHOPPING</u>		
3 Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein					
Item No.	Qty	Unit	Item Description	Cost	
1	1	units	Paper Shredder Starpoint C116	P6,500.00	P6,500.00
2	7	units	Self-Ink Stamps Trodat	P500.00	P3,500.00
-----NOTHING FOLLOWS-----					
Amount in Words (Gross): TEN THOUSAND PESOS				Total: *** P10,000.00 (***)Subject to all applicables taxes)	
4 Place of Delivery: <u>PCC Office</u> 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: indicated above. Payment Term: <input type="checkbox"/> - COD <input checked="" type="checkbox"/> - w/in 15 days after delivery completion					
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.					
Conforms: <u>Teddy Jay T. Fulgencio</u> Date: <u>07/12/21</u>			Very truly yours,  KENNETH V. TANATE, PhD Executive Director and Head of Procuring Entity <i>MCS</i> Date: _____		
6 Funds Available: <u>Am</u> THERESA A. LEMQUE Accountant IV			7 Amount : _____ ALOBS No.: _____ Date : _____		

