

PURCHASE ORDER

1		2	
Supplier/Provider:	APEX OFFICE SUPPLIES and EQUIPMENT TRADING	P. O. Number	2024-05-0066
Address	202 Tara Residence, Brgy. Culiati, Quezon City	Date	07-May-24
Tel./Fax No. :	<u>(02)8561-6996</u>	P.R. No.	2024-04-0097
TIN :	299-229-775-002	Date	24-Apr-24
		Mode of Procurement	53.9 Small Value Procurement

3
Service Provider
Please furnish this Office the following articles subject to the terms and conditions contained herein

Item No.	Stock No.	Qty	Unit	Item Description	Cost (Php)	
					Unit	Total
				Procurement of ICT Supplies for the Office of the Executive Director		
1		5	Unit	Wireless noise-canceling headphones	PHP 7,800.00	PHP 39,000.00
2		5	Unit	Power bank	PHP 2,250.00	PHP 11,250.00
3		5	Set	Laptop cleaning kit	PHP 500.00	PHP 2,500.00
4		5	Unit	Laptop stand	PHP 1,450.00	PHP 7,250.00
5		1	Set	Tablet case (smart keyboard)	PHP 18,500.00	PHP 18,500.00

Amount in Words: **SEVENTY-EIGHT THOUSAND FIVE HUNDRED PESOS ONLY**
Total: **PHP 78,500.00**
**Subject to Applicable Taxes*
GROSS **PHP 78,500.00**

4
Place of Delivery: PCC Delivery Term: - Pick-up Please see attached Technical Specifications
Date of Delivery/Completion: _____ Payment Term: - COD Please see attached Technical Specifications

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: ATTY. TEDDY JAY T. FULGENCIO Very truly yours, KENNETH V. TANATE, PhD
Supplier signature over printed name Executive Director and Head of the Procuring Entity
Date: May 10, 2024 Date: 08 May 2024

6
Funds Available : REUBEN JONATHAN P. MONTENEGRO
Chief Accountant

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Amount : ₱78,500.00 ALOBS No.: _____
Date : _____

