

**PURCHASE ORDER**

<p><b>1</b> Supplier/Provider: <b>MOSTACO MARKETING</b></p> <p>Address: <b>Las Piñas City</b></p> <p>Tel./Fax No.: <b>8330-5198/09190826567</b></p> <p>TIN: <b>915-524-116-000</b></p>	<p><b>2</b> P. O. Number: <b>2020-10-0094</b></p> <p>Date: <b>October 1, 2020</b></p> <p>P.R. No.: <b>2020-09-0110</b></p> <p>Date: <b>September 18, 2020</b></p> <p>Mode of Procurement: <b>Shopping (B)</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
3		200	piece	TAPE, transparent, 24mm	13.00	2,600.00
4		150	pack	ARCH FILE FOLDER, Horizontal, 2 holes	88.00	13,200.00

Amount in Words: <b>Fifteen Thousand Eight Hundred Pesos</b>	Total: <b>15,800.00</b> *Subject to Applicable Taxes: <b>-</b> GROSS: <b>15,800.00</b>
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**4** Place of Delivery: PCC Delivery Term:  - Pick-up  - Deliver w/in 15 calendar days from receipt of PO

Date of Delivery/Completion: \_\_\_\_\_ Payment Term:  - COD  **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.

Very truly yours,

Conforme: APRIL JOY ACEBEDO KENNETH V. TANATE, PhD  
 Supplier signature over printed name Executive Director and Head of Procuring Entity  
 Date: OCT. 6, 2020 Date: \_\_\_\_\_

<p><b>6</b> Funds Available :  <b>MA. DOLORES A. KALALO</b></p>	<p><b>7</b> Amount : _____ ALOBS No.: _____ Date : _____</p>
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