

PURCHASE ORDER

1 Supplier/Provider: 347 School Office Supplies Inc. Address: Binondo, Manila Tel./Fax No.: 82548421 TIN: 007-649-037-000	2 P. O. Number: 2023-02-0038 Date: 27-Feb-23 P.R. No.: 2023-02-0044 Date: 31-Jan-23 Mode of Procurement: Shopping (B)
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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
9		120	box	CLIP, BACKFOLD, 32MM, 12 pieces per box	P25.00	P 3,000.00
13		200	piece	RING BINDER 12mm, Black	P10.50	P 2,100.00
14		200	piece	RING BINDER 16mm, Black	P16.50	P 3,300.00
15		200	piece	RING BINDER 20mm, Black	P21.00	P 4,200.00
16		200	piece	RING BINDER 25mm, Black	P31.50	P 6,300.00
<i>*Nothing Follows*</i>						

Amount in Words: Eighteen Thousand Nine Hundred Pesos Only	Total: P 18,900.00 *Subject to Applicable Taxes - GROSS P 18,900.00
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4 Place of Delivery: PCC Delivery Term: Pick-up - Deliver w/in 10 working days from receipt of the 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.

Conforme: Sarah Sato Very truly yours,
 Supplier signature over printed name **KENNETH V. TANATE, PhD**
 Date: March 02, 2023 Executive Director and Head of the Procuring Entity

6 Funds Available : _____ REUBEN JONATHAN P. MONTENEGRO Chief Accountant	7 Amount : P 18,900.00 ALOBS No.: _____ Date : _____
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