

PURCHASE ORDER

1 Supplier/Provider: 347 SCHOOL OFFICE SUPPLIES, INC.		2 P. O. Number: 2020-00-0026	
Address: Binondo, Manila		Date: December 9, 2019	
Tel./Fax No.: 410-0812		P.R. No.: 2020-00-0016	
TIN: 007-649-037-000		Date: November 26, 2019	
		Mode of Procurement: Shopping	

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
1		4	pack	Rechargeable AAA Battery (4's)	665.00	2,660.00
2		2	unit	AAA Battery Charger (Compatible with item no. 1)	2,175.00	4,350.00
5		20	piece	Sticker Papers 10's (A4)	38.50	770.00
11		75	piece	Balikbayan Boxes (medium)	125.00	9,375.00


Amount in Words: Seventeen Thousand One Hundred Fifty-Five Pesos	Total: 17,155.00
	*Subject to Applicable Taxes
	GROSS 17,155.00


4 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.

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: _____
Supplier signature over printed name
Date: _____

Very truly yours,

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

6 Funds Available: C.D. No. 2020-0016  MA. DOLORES A. KALALO	7 Amount: _____ ALOBS No.: _____ Date: _____
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