

**PURCHASE ORDER**

<b>1</b> Supplier/Provider: <b>APEX OFFICE SUPPLIES AND EQUIPMENT TRADING</b> Address: 202 Tara Residence Condo Culiati, Quezon City Tel./Fax No. : 028 561 6996 TIN : 299 229 775 002				<b>2</b> J. O. Number: <b>2023-06-0083</b> Date: <b>14 June 2023</b> P.R. No.: <b>2023-05-0095</b> Date: <b>15 May 2023</b> Mode of Procurement: <b>Shopping</b>			
<b>3</b> Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein							
<b>Item No.</b>	<b>Stock No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>		<b>Cost (PhP)</b>	
						<b>Unit</b>	<b>Total</b>
1		2000	piece	<b>AIDELAI</b>	MASK, Surgical (3-ply)	1.00	2,000.00
2		50	pack	<b>N/A</b>	PAPER, Photo High Glossy A4 230gsm	60.00	3,000.00
3		240	piece	<b>N/A</b>	TAPE, TRANSPARENT, width: 24mm (±1mm)	10.00	2,400.00
4		5	box	<b>N/A</b>	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box	1,000.00	5,000.00
5		500	piece	<b>N/A</b>	FOLDER L-Type, Plastic A4 Size, Clear/Transparent	4.00	2,000.00
6		500	piece	<b>N/A</b>	FOLDER L-Type, Plastic Legal Size, Clear/Transparent	4.00	2,000.00
7		150	piece	<b>N/A</b>	NOTEBOOK, Stenographer	15.00	2,250.00
8		100	can	<b>KREST</b>	DISINFECTANT SPRAY, aerosol type, 400-550 grams	140.00	14,000.00
9		100	can	<b>N/A</b>	AIR FRESHENER	90.00	9,000.00
Amount in Words: <b>FORTY-ONE THOUSAND SIX HUNDRED FIFTY PESOS</b>						Total: <b>41,650.00</b> *Subject to Applicable Taxes - GROSS: <b>41,650.00</b>	
<b>4</b> Place of Delivery: <u>PCC Office</u>				Delivery Term: <input type="checkbox"/> - Pick-up	<input checked="" type="checkbox"/> - 7WDs upon receipt of Purchase Order		
Date of Delivery/Completion: _____				Payment Term: <input type="checkbox"/> - COD	<input checked="" type="checkbox"/> - 15CDs upon 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.							
<b>5</b> 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 to: <u>Teddy Jay Fulgencio</u> Supplier signature over printed name Date: <u>22 JUN 2023</u>				Very truly yours, <u>Kenneth V. Tanate</u> <b>KENNETH V. TANATE, PhD</b> Executive Director and Head of the Procuring Entity Date: _____			
<b>6</b> Funds Available: <u>Reuben Jonathan P. Montenegro</u> <b>REUBEN JONATHAN P. MONTENEGRO</b> Chief Accountant				<b>7</b> Amount: <u>₱41,650.00</u> ALOBS No.: _____ Date: _____			



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