

**PURCHASE ORDER**

1 Supplier/Provider: <b>COMMERCE FIRST INC.</b>		2 P. O. Number: <b>2021-01-0020</b>	
Address: <b>Paseo De Roxas, Makati City</b>		Date: <b>January 5, 2021</b>	
Tel./Fax No.: <b>8893-6657</b>		P.R. No.: <b>2021-EPA-0017</b>	
TIN: <b>007-328-911-000</b>		Date: <b>October 19, 2020</b>	
		Mode of Procurement: <b>NP-SVP</b>	

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				<b>Procurement of Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services</b>		
		7	license	Adobe Creative Cloud full package	58,200.00	407,400.00
		2	license	Adobe InDesign	24,750.00	49,500.00
		18	license	Adobe Acrobat Pro DC	11,150.00	200,700.00

Amount in Words: **Six Hundred Fifty-Seven Thousand Six Hundred Pesos**  
Total: **657,600.00**  
*\*Subject to Applicable Taxes*  
GROSS **657,600.00**

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  - 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:

*SHERCE LYN B. LEONARDO*

Supplier signature over printed name

Date: **Jan. 29, 2021**

Very truly yours,

*Kenneth V. Tanate*  
**KENNETH V. TANATE, PhD**

Executive Director and  
Head of Procuring Entity

Date:

6 Funds Available :

**MA. DOLORES A. KALALO**

7 Amount : \_\_\_\_\_ ALOBS No.: \_\_\_\_\_  
Date : \_\_\_\_\_



Management System  
ISO 9001:2015



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