

**Office of the Vice President  
of the Philippines  
PURCHASE ORDER  
OFFICE OF THE VICE PRESIDENT  
7th Floor, Ben-Lor Building, Quezon Avenue, Quezon City**

Supplier <b>HARTEE COMMERCIAL</b>	P. O. No. <b>06-079-20</b>
Address Magnaye Apartelle 3938, Yague St., Sta. Cruz 1205 Makati City	Date 26 June, 2020
TIN:	Mode of Procurement: Shopping

Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>7th Flr., Ben-Lor Building, Quezon Avenue, Quezon City</b>	Delivery Term: <b>Within 2 days from receipt of Purchase Order</b>
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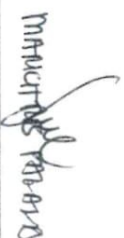
Date of Delivery : <b>26 Jun 20</b>	Payment Term: <b>15-30 days upon receipt of complete delivery and documents</b>
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Stock No.	Unit	Qty	Description	Unit Cost	Amount
	ream	20	Copy paper, A4, 80 gsm	205.00	4,100.00
	pc	600	Balpen, black **nothing follows**	5.00	3,000.00
<b>Total Amount in Words: Seven Thousand One Hundred Pesos Only</b>					<b>7,100.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001%) of the cost of the unperformed/undelivered portion for everyday of delay shall be imposed.

Very truly yours,

**MA. CARMELITA S. WARREN**  
Chief of Staff  
(Authorized Official)

Conforme:   
(Signature over printed name of Supplier)  
6-29-20  
Date

Funds Available <b>₱ 7,100.00</b>	OBR No. <b>D-2-101101-2020-00-01487</b>
<b>JULIETA L. VILLADELREY</b> Chief Accountant 	Amount: <b>₱ 7,100.00</b>