

**Office of the Vice President
of the Philippines**

**PURCHASE ORDER
OFFICE OF THE VICE PRESIDENT**

7th Floor Ben-Lor Bldg., Quezon Ave, Quezon City

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| Supplier HARTEE COMMERCIAL Address 3938 Yague St., Sta. Cruz, Makati City TIN: | P.O. No. 07-081-20 Date July 02, 2020 Mode of Procurement: Negotiated Procurement-Small Value Procurement |
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Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

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|---|---|
| Place of Delivery: 7th Floor Ben-Lor Bldg., 1184 Quezon Avenue, QC | Delivery Term: Within 3 calendar days from receipt of purchase order |
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| Date of Delivery : | Payment Term: 15 - 30 days upon receipt of delivery and complete documents |
|--------------------|---|

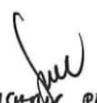
| Stock No. | Unit | Qty | Description | Unit Cost | Amount |
|-----------|------|-----|---|-----------|----------|
| | pc | 2 | HP 130A Original LaserJet Toner Cartridge (CF350A) Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows** | 3,200.00 | 6,400.00 |

Total Amount in Words: Six Thousand Four hundred Pesos Only 6,400.00

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 every day of delay shall be imposed.

Very truly yours,


MA. CARMELITA S. WARREN
 Chief, Administrative Division
 (Authorized Official)

Conforme: 
MARTINUS PATALAN
 (Signature over printed name of Supplier)
7-6-20
 Date

| | |
|---|--|
| Funds Available ₱ 6,400.00 | OBR No: <u>02-101101-2020-07-D1515</u> |
| JULIETA L. VILADELREY Chief Accountant | Amount: <u>₱ 6,400.00</u> |