

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

PURCHASE ORDER

OFFICE OF THE VICE PRESIDENT

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

Supplier HARTEE COMMERCIAL	P.O. No. 07-093-20
	Date July 22, 2020
Address 3938 Yague St., Sta. Cruz, Makati City	Mode of Procurement: Shopping
TIN:	

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

Place of Delivery: 7th Floor Ben-Lor Bldg., 1184 Quezon Avenue, QC	Delivery Term: Within 7 calendar days from receipt of purchase order
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Date of Delivery :	Payment Term: 15 - 30 days upon receipt of complete delivery and documents
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Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Supply and Delivery of Office and Janitorial Supplies		
	ream	10	Paper, Multicopy, 80gsm, A4	205.00	2,050.00
	pc	30	Ballpen, Black	5.00	150.00
	pc	30	Ballpen, Blue	5.00	150.00
	roll	10	Tape, Packaging, 2 inches	17.50	175.00
	roll	10	Tape, Transparent, 1 inch	12.50	125.00
	roll	10	Tape, Transparent, 2 inches	17.50	175.00
	roll	3	Tape, Double Sided Foam, 1 in x 5 m	180.00	540.00
	pc	1	Tape Dispenser	85.00	85.00
	box	5	Paper Clip, Vinyl, 50 mm minimum	17.00	85.00
	box	5	Clip, Backfold, all metal clamping, 25mm	19.00	95.00
	pc	12	Marker, Permanent, Bullet Type, Black	15.00	180.00
	pc	12	Marker, Permanent, Bullet Type, Blue	15.00	180.00
	pc	12	Marker, Whiteboard, Black	20.00	240.00
	pc	12	Marker, Whiteboard, Blue	20.00	240.00
	roll	1	Twine, Plastic, 1 kilo/roll	82.00	82.00
	roll	10	Trash Bag, Black, Small, 10 pcs/roll	45.00	450.00
	roll	10	Trash Bag, Black, XL, 10 pcs/roll	80.00	800.00
	pack	20	Battery, Dry Cell, AAA, 2 pcs/pack	38.00	760.00
	book	15	Record Book, 300 pages	85.00	1,275.00

Stock No.	Unit	Qty	Description	Unit Cost	Amount
	pc	5	Broom, Soft (Tambo)	130.00	650.00
	pc	5	Dust Pan, non-rigid plastic with detachable handle	150.00	750.00
	pc	5	Stapler, Standard Type, Load Capacity: 200 staples minimum	95.00	475.00
	pc	10	Corection Tape, 6m minimum	28.00	280.00
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows**		

Total Amount in Words: Nine Thousand Nine Hundred Ninety Two Pesos Only 9,992.00

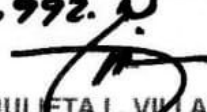
In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.

Very truly yours,

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

Conforme: _____
 (Signature over printed name of Supplier)

 Date

Funds Available **₱ 9,992.00**

JULIETA L. VILLADELREY
 Chief Accountant

OBR No: 2020-07-1765
 Amount: 7.91.20