

**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 HARTEE COMMERCIAL Address Magnaye Apartelle 3938, Yague St., Sta. Cruz 1205 Makati City TIN:	P.O. No. 08-112-20 Date August 24, 2020 Mode of Procurement: Shopping
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Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: 7th Flr., Ben-lor Building, Quezon Avenue, Quezon City	Delivery Term: Within 2 calendar days upon 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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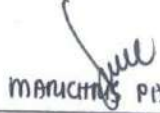
Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Supply and Delivery of Kits for Community Learning Hub		
	box	120	Crayons 8's, non-toxic	20.00	2,400.00
	box	12	Crayons 24's, non-toxic	48.00	576.00
	set	12	Colored paper, short, assorted color	17.50	210.00
	box	12	Coloring pencil 12's, non-toxic	105.00	1,260.00
	box	12	Water color 16's, non-toxic	98.00	1,176.00
	piece	12	Scissors, small	17.00	204.00
	piece	1	Scissors, 7"	45.00	45.00
	piece	12	Glue, non-toxic, 36gm	19.00	228.00
	piece	12	Sharpener, 2 hole	3.00	36.00
	piece	12	Stapler	105.00	1,260.00
	box	12	Staple wire	28.00	336.00
	piece	12	Puncher	120.00	1,440.00
	ream	12	Bond paper, A4, 80gsm	205.00	2,460.00
	piece	60	Record book, 500pp	95.00	5,700.00
	gallon	48	Alcohol, Ethyl, 1g	650.00	31,200.00
	bottle	48	Hand Soap, liquid, 500ml	150.00	7,200.00
	can	48	Disinfectant spray, 170g	350.00	16,800.00
	bottle	12	Disinfectant solution, 1ltr	245.00	2,940.00
	piece	240	Rag, cloth	4.00	960.00
	piece	24	Foot mat/rag, rectangle, standard size	145.00	3,480.00
	piece	60	Bottle spray, 300ml	150.00	9,000.00
	unit	12	Extension cord, 3 gag, 4m	300.00	3,600.00
			nothing follows		

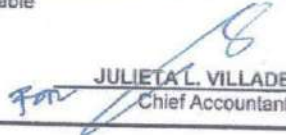
Total Amount in Words: **Ninety Two Thousand Five Hundred Eleven Pesos Only** 92,511.00

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 everyday of delay shall be imposed.

Very truly yours,


MA. CARMELITA S. WARREN
 Chief Administrative Officer
 (Authorized Official)

Conforme: 
 (Signature over printed name of Supplier)
8-24-20
 Date

Funds Available  JULIETA L. VILLADELREY Chief Accountant	OBR No: <u>02-10110-2020-08-02059</u> Amount: <u>₱ 92,511.00</u>
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