



Company Name: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Branch Name: \_\_\_\_\_  
 Current/Saving Acct. No. \_\_\_\_\_

Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 Malacañang, Manila  
 Telephone Nos. 7354902 \* 7354979

**PURCHASE ORDER NO.** 2014-041 / 101-2014-07-127

Supplier: <u>ARROW ELECTRICAL SUPPLY</u>	Date: <u>March 18, 2014</u>
Address: <u>814 G. Puyat St.</u> <u>Quiapo Manila</u>	Mode of Procurement: <b>Small Value</b>
TIN:	

Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation dated \_\_\_\_\_, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: <u>DBM Bldg. III</u>	Delivery Term: <u>7 working days</u>
Date of Delivery: <u>7 days upon receipt of P.O.</u>	Payment Term: <u>upon completion of delivery</u>

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
1.	pcs.	Electronic Ballast (for 2-tube, T-5 28w)	10	₱490.00	₱4,900.00

(Total Amount in Words) **Four Thousand Nine Hundred Pesos.** p 4,900.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,  
**ATTY. JOFIA C. PANTO**  
 Director, Administrative Service  
 Authorized Official  
 (Representing End User)

Conforme:  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date 3/20/14

Funds Availability Certified by: <u>ESPERANZA Q. IGNACIO</u> Chief Accountant	OS No : <u>2014-3-419</u> Amount : <u>₱ 4,900.-</u> Date : <u>3/20/2014</u>
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**Distribution of Copies:**  
 / / Original copy for the Supplier's Conforme  
 / / Agency's Central Supply and Property Section for file  
 / / COA Auditor