

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT

Malacañang, Manila

Telephone Nos. 7354902

PURCHASE ORDER NO. 2013-075

Supplier: OFFICE WAREHOUSE INC. Date: May 23, 2013
 Address: SM MANILA Mode of Procurement: Shopping
 TIN: _____

Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation dated May 22, 2013, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: Mabini Hall Delivery Term: 15 days
 Date of Delivery: 15 days upon receipt of P.O. Payment Term: Upon completion of delivery & acceptance
COD

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Ballpen. Black	483	5.00	2,415.00
	pcs	Ballpen, blue	434	5.00	2,170.00
	pcs	Ballpen, red	302	5.00	1,510.00
	pcs	Ballpen, blue, Pilot brand (for Acctg Div)	36	25.00	900.00
	pcs	Ballpen, black, Pilot Brand (for Acctg. Div)	36	25.00	900.00
	pc	Correction Tape, pen type	48	22.50	1,080.00
	jar	Paste, solid, with water well and applicator	14	32.25	451.50
	box	Staple Wire for HD-Eagle Model Stapler	5	25.50	127.50
	pack	Transparency film (sensitized film), A4-210 x 297mm	3	270.00	810.00
<i>COO</i>					

(Total Amount In Words) **Ten Thousand Three Hundred Sixty Four Pesos** 10,364.00

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.

Conforme: *[Signature]*
Wenny R. [Name]
 Signature over Printed Name of Supplier

 Date

Very truly yours,
[Signature]
 ATTY. SOFIA C. YANTO
 Director, Administrative Service
 Authorized Official
 (Representing End User) *[Initials]*

Funds Availability Certified by:
[Signature]
ESPERANZA Q. IGNACIO
 Chief Accountant

OS No : 2013-6-484
 Amount : 10,364-
 Date : 6/7/13

- Distribution of Copies:
- / / Original copy for the Supplier's Conformance
 - / / Agency's Central Supply and Property Section for file
 - / / COA Auditor