

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

2013-8-406

**PURCHASE ORDER NO. 2013- 137**

Supplier: <u>Answer General Merchandise</u>	Date: August 1, 2013
Address: <u>302 Leyba Bldg., Dasmariñas, Binondo Manila</u>	Mode of Procurement: Shopping
TIN:	

Gentlemen:  
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation dated July 24, 2013, subject to the Terms and Conditions enumerated at the back hereof:

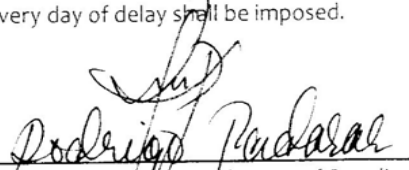
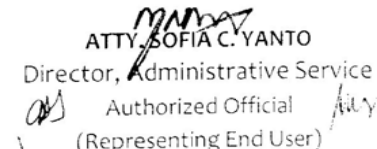
Place of Delivery: Mabini Hall Date of Delivery: 15 days upon receipt of P.O.	Delivery Term: 15 days Payment Term: Upon completion of delivery & acceptance
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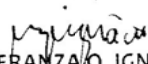
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Stapler, Swingline brand	30	395.00	11,850.00

(Total Amount In Words) <b>Eleven Thousand Eight Hundred Fifty Pesos Only</b>	11,850.00
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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,

Conforme:  _____ Signature over/Printed Name of Supplier <u>Aug. 7, 2013</u> _____ Date	 ATTY. SOFIA C. YANTO Director, Administrative Service Authorized Official (Representing End User)
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Funds Availability Certified by:  ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>2013-8-1314</u> Amount : <u>₱ 11,850.00</u> Date : <u>8/1/13</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