



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 Malacañang, Manila
 Telephone Nos. 7354902 * 7351957

PURCHASE ORDER NO. 2013-206

Supplier: Answers General Merchandise	Date: November 29, 2013
Address: Dasmariñas, Binondo, 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 November 27, 2013, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM, Mabini Hall	Delivery Term:
Date of Delivery:	Payment Term:

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Stapler, swingline, standard	8	395.00	3,160.00
	ream	Colored paper (light yellow) A4, 80gsm	100	285.00	28,500.00

(Total Amount In Words)
Thirty One Thousand Six Hundred Sixty Pesos Only 31,660.00

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: *Roderigo Padalana*
 Signature over Printed Name of Supplier
Dec. 5, 2013
 Date

Very truly yours,
SOPHIA C. YANTO
 ATTY. SOPHIA C. YANTO
 Director IV, Administrative Service
 Authorized Official
 (Representing End User)

Funds Availability Certified by: <u><i>ESPERANZA Q. IGNACIO</i></u> Chief Accountant	OS No : <u>2013-12-2110</u>
	Amount : <u>₱ 31,660.-</u>
	Date : <u>12/3/2013</u>

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