

PURCHASE ORDER
Department of Budget and Management
Regional Office VIII
Villa Ruiz, Bgy 77, Marasbaras, Tacloban City
Tel. No. (053) 888-0548, & 832-1628

Supplier : MR. E TRADING ENTERPRISE		P.O. No. : 2025-02-012		Date : February 19, 2025	
Address : Hinunangan Southern Leyte		Date : February 19, 2025		Mode of Procurement : Negotiated- SVP	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DBM RO VIII, Marasbaras, Tacloban City		Delivery Term : See note below.			
Date of Delivery : See note below.		Payment Term : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and Delivery of Polo Shirt FY 2025 National Women's Month			
	pcs	Polo Shirt (with Collar)	32	840.00	26,880.00
		Material: Honeycomb			
		Design Type: w/ Embroidered DBM Logo (Front) and DTF print back design (pls. see attached layout design)			
		Sizes:			
		2XL - 2			
		XL - 3			
		L - 8			
		M - 6			
		S - 7			
		XS - 6			
		Note: Sizes may change based on the employee's actual size during sample shirt fitting upon receipt of NOA and PO. Delivery Period: Ten (10) Calendar Days upon receipt of NOA/PO.			
		Terms and Conditions:			
		1. Payment shall be made within three (3) working days upon receipt of Bill/Charge Invoice and valid Tax Clearance issued by the BIR.			
		2. Price shall be inclusive of 12% VAT and delivery charge.			
		3. Location Delivered: DBM RO VIII, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City			
		4. Delivery Period: Polo Shirt - Ten (10) Calendar Days upon receipt of NOA/PO.			
					26,880.00

DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
TACLOBAN CITY, LEYTE

OFFICIAL

IRIE

SIE

☐ EMAIL ONLY ☒ BY: **LORELIE R. BADAJOS**

DATE: **Feb 19, 2025**

In Case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.
We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.

Conforme: **RODRICK Y. LACERAS**
(Signature over printed name)
02-19-2025
Date

Very Truly yours,
MELODIA C. LACERAS, CESO III
Regional Director

Fund Cluster : _____
Funds Available : _____

MA. JOANNA C. LANTAJO
Accountant

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

NOTICE OF AWARD

February 19, 2025

The Manager
MR. E TRADING ENTERPRISE
Hinunangan, Southern Leyte

OFFICIAL RELEASE		
<input type="checkbox"/> EMAIL ONLY	<input type="checkbox"/> WITH ENCLOSURE	<input checked="" type="checkbox"/> WITH HARDCOPY
BY: <u>LORELIE R. BADAJOS</u>		
DATE: <u>02/19/25</u>		

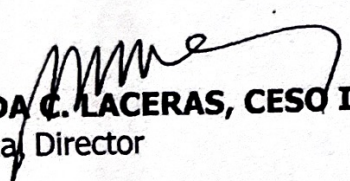
Dear **Sir/Madam**:

This is to notify you that your Bid for the "**Supply and Delivery of Polo Shirt FY 2025 National Women's Month**" for the contract Price of **Twenty-Six Thousand Eight Hundred Eighty Pesos (P26,880.00)** Only is hereby accepted.

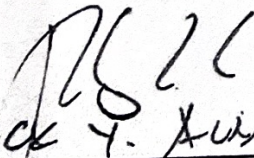
Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,


IMELDA C. LACERAS, CESO III
Regional Director

Conforme:


Roderick Y. Ausio
(Signature over Printed Name)
Manager / Authorized Representative
MR. E TRADING ENTERPRISE
Date of Receipt: 02-19-2025