



Office of the Secretary, Central Office

PH 98

mcm Purchase Order

0654 17 SEP 2020

mcm

Supplier: 347 SCHOOL OFFICE SUPPLIES INC. **PO No.:** 01-20001-PO-2020-09-00007

Address: 347 SAN VICENTE ST. COR T. PINPIN, **PO Date:** September 01, 2020

TIN: 007649037000 **Bank Name:**

Tel.No.: 02-4138806 **Bank/Branch:**

Fax No.: **Bank A/C No.:**

Mode of Procurement: Shopping 52.1b **Account Type:**

Month: September **PR No.:** 01-20001-PR-2020-03-00280

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Delivery Terms: 15 working days upon receipt of the PO

Payment Terms: 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	Adhesive Tape, Cloth book, 2" width	6.00	180.00	1,080
2	Pad	Note Pad, 4"X6"	6.00	115.00	690
3	Pack	Specialty Board, A4 Size (10s/pack)	3.00	33.00	99
4	Piece	Indicator Tag/Flaglets, Plain, plastic, Assorted colors	20.00	65.00	1,300
5	Piece	Indicator tag/Flaglets, with sign here text	20.00	90.00	1,800
6	Pack	Sticker Paper(matte)	2.00	45.00	90
Total					5,050

(Total Amount in Words) **FIVE THOUSAND FIFTY NINE PESOS AND 00/100**

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

Conforme:

Jonathan B. Chabon
 Signature over Printed Name of Supplier

Very truly yours,

JE
JOSE ERNESTO B. GAVIOLA
 Signature over Printed Name of Authorized Official

Undersecretary, GASSG

11/09/2020
 Date

Center as to the office of Fund / Department of fund shall be subject to existing budget designation accounting and reporting rules and regulations.

JUSIE LIAH MAE S. COLES
 Accounting Division