



# PURCHASE ORDER

## DEPARTMENT OF FINANCE



Supplier : <b>GAKIRO OFFICE AND SCHOOL SUPPLIES</b>	P.O. No. : <b>2024-05-0026</b>
Address : <b>Blk 40 Lot 12, PH-1, Windward Hills, Buro I, Dasmariñas, Cavite</b>	Date : <b>May 9, 2024</b>
TIN : <b>315-233-296</b>	Mode of Procurement : <b>Small Value Procurement</b>

Gentlemen:

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

Place of Delivery : <u>Department of Finance, Manila</u>	Delivery Term : <u>30 calendar days upon receipt of PO</u>
Date of Delivery : _____	Payment Term : <u>30 working days</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pc	Numbering Machine Ink Pad	4	42.10	168.40
	pack	Whiteboard Magnet Buttons 12pcs./pack	5	73.10	365.50
	bundle	Looseleaf Cover	30	873.10	26,193.00
					26,726.90



**(Total Amount in Words) Twenty Six Thousand Seven Hundred Twenty Six Pesos and 90/100**

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 on the undelivered item/s.

Conforme:

**Kevin Angelo Mendoza**  
 Signature over Printed Name of Supplier  
**June 04, 2024**  
 Date

Very truly yours,

**ALVIN P. DIAZ**  
 Signature over Printed Name of Authorized Official  
 Director IV-CAO

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

**LOIDA P. LAGUYO**  
 Signature over Printed Name of Chief Accountant/Head  
 of Accounting Division/Unit

0110110/2024-05-001005  
 0110210/2024-05-002232  
 Date of the ORS/BURS: 0110110/2024-05-001006  
 5/16/2024

Amount : ₱ 26,726.90

50207010-02  
 CMO - PD - PRLO

1 Suppliers should see to it that the full services required and quality ordered are delivered within the prescribed period in accordance with the price quotation at the back hereof. This Purchase Order should accompany the delivery Invoices.

2 Suppliers failure to make the delivery when due, the Department of Finance shall impose the following penalties ( a ) to deduct for each day of delay 1/ 10 of 1 present of the amount of the delayed delivered item ( s ) or ( b ) the Department may opt to canvass from one suppliers and charge the balance to the herein Suppliers if the price canvassed is lower than the price of herein quoted.

3 Suppliers agrees to deliver / render the service ordered only during the official hours of the government except when a special arrangement is made before the acceptance of the Purchase Order by the Suppliers.

4 If the Suppliers cannot serve this Order for any reason he must return this Order accompanied by this written explanation within the period of delivery of the merchandise.

5 Service rendered are subject to government inspection and the DEPARTMENT reserves the right to cancel the Purchase Order and rejects the service delivered if found not in accordance with the specification called in the order.

6 The DEPARTMENT reserves the right to ban or reject any Purchase Order entered into by the herein Suppliers in violation of the above terms and conditions.

7 The Suppliers bond maybe confiscated if the suppliers refuse to accept this Purchase Order and abide by this Terms and Conditions.