



# PURCHASE ORDER

## DEPARTMENT OF FINANCE



Supplier : <b>MANICEL ENTERPRISES</b>	P.O. No. : <b>2024-09-0059</b>
Address : <b>389 Centro, Brgy. Caysio, Santa Maria, Bulacan</b>	Date : <b>September 10, 2024</b>
TIN : <b>936-892-828-000</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:

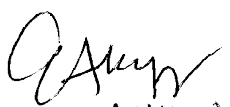
Place of Delivery : Department of Finance, Manila      Delivery Term : 30 calendar days upon receipt of PO  
 Date of Delivery : \_\_\_\_\_      Payment Term : 30 working days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pc	Envelope, Mailing with DOF & Bagong Pilipinas logo	3,550	2.80	9,940.00
	pc	Envelope, Mailing with window with DOF & Bagong Pilipinas logo	4,500	3.20	14,400.00
					<b>24,340.00</b>


(Total Amount in Words) **Twenty Four Thousand Three Hundred Forty Pesos**

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:

  
**EMMANUEL AHYONG**  
 Signature over Printed Name of Supplier  
09-16-24  
 Date

Very truly yours,

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

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

  
**LOIDA P. LAGUYO** for 9/13  
 Signature over Printed Name of Chief Accountant/Head  
 of Accounting Division/Unit

ORS/BURS No. : 0101012024-09-00200V  
 Date of the ORS/BURS : 9/12/2024

Amount : ₱ 24,340.00  
JD202410-02  
- QSD -