



PURCHASE ORDER

DEPARTMENT OF FINANCE



Supplier : INNOVATION PRINTSHOPPE, INC.	P.O. No. : <u>2024-09-0060</u>
Address : <u>1637 Diamante St., San Andres Bukid, Manila</u>	Date : <u>September 10, 2024</u>
TIN : <u>004-591-735-000</u>	Mode of Procurement : <u>Small Value Procurement</u>

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
	ream	Paper, Letterhead with DOF & Bagong Pilipinas logo, A4 size, 80 gsm	205	650.00	133,250.00
	pc	Envelope, Documentary with DOF & Bagong Pilipinas logo, A4 size	697	27.40	19,097.80
	pc	Envelope, Documentary with DOF & Bagong Pilipinas logo, Legal size	688	29.00	19,952.00
					172,299.80

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(Total Amount in Words) One Hundred Seventy Two Thousand Two Hundred Ninety Nine Pesos and 80/100

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:
Kenneth P. Mallari
 Signature over Printed Name of Supplier
September 16, 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 m 9/13
 Signature over Printed Name of Chief Accountant/Head
 of Accounting Division/Unit

ORS/BURS No. : 011011012024-09-002003
 Date of the ORS/BURS: 9/13/2024
 Amount : ₱ 172,299.00
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- 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.

