



PURCHASE ORDER

Supplier : OFFICE WAREHOUSE, INC. Address : 6008 GTDL Rd. Hen. T. De Leon, Valenzuela City TIN : 200-492-462-079	P.O. No. : 2024-07-0042 Date : July 09, 2024 Mode of Procurement : Small Value Procurement
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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 : 30CD upon receipt of PO		
Date of Delivery : _____			Payment Term : Government Terms		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Laminating Machine <i>Brand/Model: DenAku DS-1890</i>	1	4,995.00	4,995.00
	unit	Electronic Time Stamp Machine <i>Brand/Model: Needtek TS-350</i>	1	13,000.00	13,000.00
	unit	Paper Shredder Machine <i>Brand/Model: Fellowes Powershred 99CI</i> <i>**nothing follows**</i>	2	23,995.00	47,990.00
Procurement of Various Office Equipment <i>Per Request for Quotation (RFQ) No. 2024-06-0063</i>					

Total Amount (In Words): **Sixty-Five Thousand Nine Hundred Eighty-Five Pesos Only** **65,985.00**

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:

Very truly yours,

[Signature]
SHERWIN MAEO, JR.
 Signature over Printed Name of Supplier
August 2, 2024
 Date

[Signature]
ALVIN P. DIAZ
 Director IV
 Central Administration Office

Fund Cluster : _____
 Funds Available : _____

ORS/BURS No. : 011021012024-07-00375
 Date of the ORS/BURS: 7/19/2024
 Amount : ₱ 65,985.00
50203210-02/5203210-99
 - LAO -

[Signature]
LOIDA P. LAGUYO
 Chief Accountant

