

**PURCHASE ORDER**

DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

**12-00322**

Supplier: **MCCD Engineering Services & Trading**  
Address: Unit 3 RVK Bldg. National Highway, Kunintang Ibaba, Batangas City  
Contact nos: \_\_\_\_\_

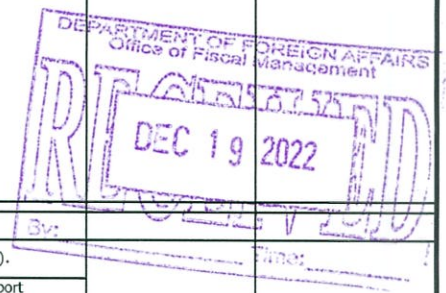
P.O. No. \_\_\_\_\_  
Date \_\_\_\_\_  
Mode of Procurement \_\_\_\_\_ Small Value Procurement (SVP) **07 DEC 2022**

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

Place of Delivery: Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City  
Date of Delivery: \_\_\_\_\_  
Delivery Term: \_\_\_\_\_  
Payment Term: \_\_\_\_\_

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			<b>Internal Audit Service (IAS)</b>		
1	lot	4	<u>2.5 HP Window Type AC Unit Inverter</u>	P 168,000.00	P 168,000.00
2	lot	4	<u>Heavy Duty Air Cooler</u>	P 23,996.00	P 23,996.00

xxxx Nothing follows xxxx



**Term of Delivery:**  
1. All items shall be delivered within three (3) calendar days upon receipt of the Notice to Proceed (NTP).  
2. All deliveries shall be made with one (1) day prior notice to the Office of Asset Management and Support Services – Engineering (OAMSS-EMD) from Monday – Friday, 8:00 am to 5:00 pm.  
3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).

**Terms of Payments**  
1. Payments shall be made seven (7) days upon receipt of the sales invoice with complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). Original Statement of Account, Provisional Receipt, Original Delivery Receipt (DR), latest Business permit and BIR registration/certificate shall be submitted by the supplier to the end-user on or before 16 Dec 2022 to effect payment before year-end.  
2. The payment shall be inclusive of all applicable taxes and other lawful charges.

( Total Amount in Words ) **One hundred ninety-one thousand and nine hundred ninety-six pesos** P 191,996.00

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.

Conforme: Joyce Pagar  
(Signature over printed name)  
\_\_\_\_\_  
(Date)

CERTIFIED TRUE COPY  
DEPARTMENT OF FOREIGN AFFAIRS  
General Record and Archive Division  
**DEC 20 2022**  
LUIS R. REBAGODA  
Signing Officer

Very truly yours,  
MEDARDO G. MACARAIG  
Assistant Secretary, OAMSS

Requisitioning Office/Dept: NOEL SERVIGON  
Assistant Secretary, IAS

Funds Available: LIRIE F. FULGENCIO  
Chief Accountant

Amount: 191,996.00  
A.OBS No.: 2022-12-001181