

PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
CO TAGUM

| | |
|--|---------------------------------------|
| Supplier : <u>V.S. TAY, INCORPORATED</u> | P.O. No. : <u>TAG-2022-11-008</u> |
| Address : <u>Upper Ground Floor, Gaisano Mall of Tagum, Tagum City</u> | Date : <u>DEC 17 2022</u> |
| TIN : _____ | Mode of Procurement : <u>Shopping</u> |

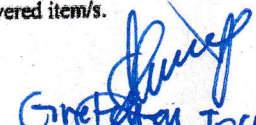
Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

| | |
|--|---------------------------------------|
| Place of Delivery : <u>CO TAGUM, 4/F Gaisano Mall of Tagum, Tagum City</u> | Delivery Term : <u>COMPLETE</u> |
| Date of Delivery : _____ | Payment Term : <u>ALLOTMENT CHECK</u> |

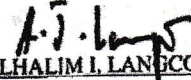
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--|--------|-----------------------------------|----------|-----------|------------------|
| | box | ENVELOPE, expanding, kraft, legal | 4 | 1,690.00 | 6760 |
| | piece | rice sack | 100 | 17.5 | 1750 |
| | piece | surgical mask | 1,000 | 6.25 | 6250 |
| | piece | Sign Pen, Black, point 0.5 | 40 | 23.15 | 926 |
| | piece | Sign Pen, Blue, point 0.5 | 40 | 23.15 | 926 |
| | piece | Sign Pen, Red, point 0.5 | 40 | 23.15 | 926 |
| | pack | interfolded paper towel | 30 | 97.5 | 2925 |
| | box | staple wire | 45 | 52.5 | 2362.5 |
| | bottle | dishwashing liquid | 16 | 172.5 | 2760 |
| | ream | colored bond paper, green, legal | 20 | 300 | 6000 |
| | ream | PAPER, MULTICOPY, Legal, 80gsm | 30 | 300 | 9000 |
| | ream | PAPER, MULTICOPY, A4, 80 gsm | 30 | 281.25 | 8437.5 |
| | piece | 9v battery | 11 | 287.5 | 3162.5 |
| (Total Amount in Words) Fifty-two Thousand One Hundred Eighty-five and Fifty Pesos Only | | | | P | \$2185.50 |

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:


V.S. TAY, INCORPORATED
 Signature over Printed Name of Supplier

Very truly yours,


ABDULHALIM I. LANGCO

Signature over Printed Name of Authorized Official

 Head of Consular Office
 Designation

Fund Cluster : _____
 Funds Available : _____

 Signature over Printed Name of Chief Accountant/Head of Accounting
 Division/Unit

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____