



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAN



**PURCHASE ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier: <b>APO PRODUCTION UNIT, INC.</b>	P.O. No. <b>04-009-23</b>
Address: <b>E. De Los Santos Ave., Diliman, Quezon City, 1100</b>	Date <b>24-Apr-23</b>
Contact nos: <b>T: 433-0732 to 35   T/F: 927-6796</b>	Mode of Procurement <b>Agency-to-Agency</b>

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

Place of Delivery: <b>Department of Foreign Affairs - 2330 Roxas Boulevard, Pasay City</b>	Delivery Term: <b>30 days</b>
Date of Delivery: <b>n/a</b>	Payment Term: <b>Government Terms</b>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	Box	103	<b>OFMS</b> FA Form No. 51 - Official Receipt (Continuous Form) Quantity: 103 boxes (102,446 sets) Size: 5" x 8 1/2" Paper Stock: Imported Carbonless Paper White (all copies) Color: Original: 4 x 0 + security features, Copies: 4 x 0 Binding: Continuous Form, Zigzag fold 1,000 sets/box, 4 ply Others: With numbering in red ink and amends XXXXXXXXXXXXXXXXXXXX	P 5,938.24	P 611,638.72

**( total Amount in Words )** Six Hundred Eleven Thousand Six Hundred Thirty-Eight Pesos and 72/100 P 611,638.72

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: *Dominic F. Tajon*  
**Dominic F. Tajon**  
Sales & Marketing Manager  
(Signature over printed name)  
(Date)

Very truly yours, *Kevin O'Beville C. Tate*  
**KEVIN OBEVILLE C. TATE**  
Executive Director, OAMSS

Requisitioning Office/Dept: <b>DOMINGO P. NOLASCO</b> Assistant Secretary, OFMS	Funds Available: <u><i>Jovyn Ferrer</i></u> <b>JOVYN FERRER</b> Acting Chief Accountant	Amount: <b>\$ 611,638.72</b>
		ALOBS No.: <b>2023-05-00774</b>

*May 19 2023*