

12-03874

P.O. No.

Date 26-Dec-24

|                     |          |
|---------------------|----------|
| Mode of Procurement | Shopping |
|---------------------|----------|

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

Delivery Term: 15 days

Payment Term: 30 days

|   |
|---|
| <b>Terms of Delivery:</b>   |
| 1. All items shall be delivered within fifteen (15) calendar days upon receipt of the Notice to Proceed.  |
| 2. All deliveries shall be made with two (2) days 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).  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   |
| <b>Terms of Payment:</b>  |
| 1. Payments shall be made thirty (30) days upon receipt of the sales invoice with complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Service-Financial Resource Management Division (OFMS-FRMD) upon signing the contract. |
| 2. The payment shall be inclusive of all applicable taxes and other lawful charges.   |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   |

|                          |   |              |
|--------------------------|---|--------------|
| ( total Amount in Words) | Eight hundred One thousand six hundred eighty pesos | P 968,070.00 |
|--------------------------|---|--------------|

Very truly yours,

**MARIA PAZ G. CORTES**  
Acting Head, CAMSS

Amount: 2024-12-01/026

ALOB No.: 27 Dec 2024