



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**PURCHASE ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier: <b>MYBUSYBEE, INC.</b>	P.O. No. <b>04-002-24</b>
Address: Unit 7 G/F Burgundy Place Condominium 174-B Gonzales St. Loyola Heights, Quezon City	Date <b>24-Apr-24</b>
Contact nos: T: 7090-5198   E: bids@mybusybee.net	Mode of Procurement <b>Small Value</b>

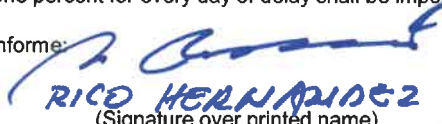
Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contained herein:


Place of Delivery: Department of Foreign Affairs - Office of Consular Affairs	Delivery Term: 30 working days
Date of Delivery: n/a	Payment Term: Government Terms

Item No.	Unit	Quantity	Description	Unit Cost	Amount
<b>OCA</b>					
1	License	2	Video Conferencing Software Subscription Inclusions: Meetings Professional Plan Two (2) Host One (1) year subscription. Unlimited meetings Host up to 100 participants video with recording and attendance	P 10,302.56	P 20,605.12
2	License	1	Large Meetings (add-on) Can host at least 500 participants One (1) year subscription  XXXXXXXXXXXXXXXXXXXXXXXXXXXX		P 41,237.68
<b>( total Amount in Words)</b>					<b>P 61,842.80</b>

**( total Amount in Words)** Sixty-One Thousand Eight Hundred Forty-Two Pesos and Eighty Centavos **P 61,842.80**

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:   
**RICO HERNANDEZ**  
(Signature over printed name)

Very truly yours,   
**PATRICK JOHN U. HILADO**  
Assistant Secretary, OAMSS

(Date) \_\_\_\_\_

Requisitioning Office/Dept: <b>OCA</b>	Funds Available:  <b>MINDARADAT R. MAMAD</b> Department Chief Accountant	Amount: <b>₱ 61,842.80</b> <b>2024-05-002702</b> <b>06 May 2024</b>
<b>MARXIAN A. RULLODA</b> Administrative Officer, OCA		ALOBS No.: