

**Office of the Vice President
of the Philippines**

**PURCHASE ORDER
OFFICE OF THE VICE PRESIDENT**

7th Floor Ben-Lor Bldg., Quezon Ave, Quezon City

Supplier: HARTEE COMMERCIAL	P.O. No.: 04-128-21
Address: 3938 Yague St., Sta. Cruz, Makati City	Date: April 07, 2021
TIN:	Mode of Procurement: Negotiated Procurement-Small Value Procurement

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

Place of Delivery: 7th Floor, Ben-Lor Bldg., Quezon Avenue, QC	Delivery Term: Within three (3) calendar days upon receipt of Purchase Order
Date of Delivery:	Payment Term: 15-30 days upon receipt of complete documents and delivery

Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Supply and Delivery of Materials for Swab Cab Operations in Malabon City		
	pc	15	Marker, Permanent, Black	36.00	540.00
	roll	9	Tape, Masking, 2 in x 200 m	33.00	297.00
	roll	36	Tissue, Roll	15.00	540.00
	gallon	9	Alcohol, Isopropyl, 70%, 1 gallon	450.00	4,050.00
	can	24	Disinfectant Spray, Aerosol, 400g, Solbac	350.00	8,400.00
	bundle	5	Rags, All Cotton	160.00	800.00
	roll	3	Trash Bag, Yellow, 10 pcs/roll	180.00	540.00
	pc	6	Scissor, Stainless, 8 inches	45.00	270.00
Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows*					

Total Amount in Words: Fifteen Thousand Four Hundred Thirty Seven Pesos Only 15,437.00

In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.

Very truly yours,
SIGNATURE REDACTED
AMY V. YEKE
OIC, General Services Division
(Authorized Official)

Conforme: **SIGNATURE REDACTED**
Miguel P. Peralta
(Signature over printed name of Supplier)
4-14-21
Date

Funds Available: P15,437.00	OBR No: <u>02-101101-2021-04-02446</u>
SIGNATURE REDACTED JULIETA L VILLADELREY Chief Accountant	Amount: <u>₱ 15,437.00</u>