

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

**PURCHASE ORDER  
OFFICE OF THE VICE PRESIDENT  
The Executive Building, Quezon City**

Supplier	BOHOLALOMARCOPT-THP	City	CEBU
Address	60a Calabina Bonnet St., BF Bonnal Village, Talon II, Las Piñas City	State	CEBU
Phone		Mobile No.	09055555555

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

Place of Delivery:	The Vice Executive Bldg., Quezon City	Delivery Term:	Please see the attached letterhead
Date of Delivery:		Payment Term:	15 - 30 days upon receipt of invoice and complete documents

Stock No.	Unit	Qty	Description	Unit Cost	Amount
			<b>Supply and Delivery of Various Supplies for Swab Cabs in Batangas</b>		
	gal	40	Alcohol, 68%-72%, 1 Galon, Steriles	450.00	18,000.00
	pc	20	Ballpen, Fine Point, 0.5 mm, Black	5.00	100.00
	pc	20	Ballpen, Fine Point, 0.5 mm, Blue	5.00	100.00
	pack	30	Battery, Dry Cell, Size AAA, 4 pcs/pack	40.00	1,200.00
	can	40	Disinfectant Spray, Aerosol, 400gm min	365.00	14,600.00
	pc	20	Marker, Permanent, bullet type, black	10.00	200.00
	bundle	20	Rags, all cotton, 32 pieces per kilogram min	50.00	1,000.00
	pc	20	Spray Gun Bottle, Plastic, 500ml (for water)	40.00	800.00
	roll	40	Tape, Masking 24mm x 50m	50.00	2,000.00
	pack	20	Tollot Tissue Paper 2-ply sheets, 150 pulls, 12 rolls/pack	100.00	2,000.00
	roll	40	Trash Bag, Yellow, XL, 10pcs/roll	50.00	2,000.00
Submitted Technical Specification and Price Quotation shall form part of the Purchase Order					
** nothing follows"					

Total Amount in Words: Forty Three Thousand Two Hundred Pesos Only 43,200.00

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** **SIGNATURE REDACTED**  
**JOJIE R. VELINA** **ANNE M. YEKE**  
**SOLE PROPRIETOR** **Chief Administrative Officer**  
 (Authorized Official)

Conforms: \_\_\_\_\_  
 (Signature and printed name of Supplier)  
 Date: 1/8/2021

Funds Available	OUR No.	02-0118-2021-00-0000
<b>SIGNATURE REDACTED</b>	Amount	₱ 43,200.00
<b>JULIETA L. YILLADREY</b>		
Chief Accountant		