

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: 07-361-21
Address: 3938 Yague St., Sta. Cruz, Manila	Date: 7/28/2021
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., 1184 Quezon Avenue, QC	Delivery Term: Please see attached Technical Specifications
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Date of Delivery: _____	Payment Term: 15 - 30 days upon receipt of delivery and complete documents
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Stock No.	Unit	Qty	Description	Unit Cost	Amount
Supply and Delivery of File Organizer					
	pcs	100	File Organizer: • Expanding, plastic material • With 12 inside pockets with index tab • For legal size paper/documents • With elastic strap and snap for closing or binding the organizer • Color: Black Submitted Technical Specification and Price Quotation shall form part of the Purchase Order ** nothing follows**	118.00	11,800.00

Total Amount in Words: Eleven Thousand Eight Hundred Pesos Only 11,800.00

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
AMV *[Signature]*
Chief Administrative Officer
(Authorized Official)

Confirms: **SIGNATURE REDACTED**
[Signature]
(Signature over printed name of Supplier)
8-2-21
Date

Funds Available: ₱ 11,800.00	OBR No: 02-101101-2021-07-05 2-12
SIGNATURE REDACTED JULIETA L. VILLADELREY Chief Accountant	Amount: ₱ 11,800.00