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Office of the Vice President
of the Philippines

PURCHASE ORDER
OFFICE OF THE VICE PRESIDENT
7th Floor, Ben-Lor Building, Quezon Avenue, Quezon City

Supplier	ACMI OFFICE SYSTEMS PHILIPPINES INC.	P.O. No.	01-006-21
Address	268A N. Domingo St., San Juan, Metro Manila	Date	11-Jan-21
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 Building, Quezon Avenue, Quezon City	Delivery Term: Please see attached Technical Specifications "Annex A"
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Date of Delivery : February 2, 2021	Payment Term: 15-30 calendar days upon receipt of complete delivery and documents
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Stock No.	Unit	Qty	Description	Unit Cost	Amount
			Supply and Delivery of Steel Filing Cabinets		
	unit	2	Three-layer lateral steel filing cabinet	11,865.60	23,731.20
	unit	1	Three-layer vertical steel filing cabinet	7,328.00	7,328.00
			Submitted Technical Specification and Price Quotation shall form part of the Purchase Order **nothing follows**		

Total Amount in Words: Thirty One Thousand Fifty Nine Pesos and Twenty Centavos Only 31,059.20

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 everyday of delay shall be imposed.

Very truly yours,

SIGNATURE REDACTED

MA. CARMELITA S. WARREN
Chief Administrative Officer
(Authorized Official)

Conforme:

SIGNATURE REDACTED

Rowena Bertillo

(Signature over printed name of Supplier)

JANUARY 18, 2021
Date

Funds Available	SIGNATURE REDACTED	ORR No:	02-11107-2021-01-00035
	JULIETA L. VILADELREY Chief Accountant	Amount:	31,059.20