

Office of the Vice President  
of the Philippines  
**PURCHASE ORDER**  
OFFICE OF THE VICE PRESIDENT  
201 Floor, 12th-13rd Building, Quezon Avenue, Quezon City

**COMMISSION ON AUDIT**  
Office of the Vice President  
*Mae*  
**RECEIVED BY**  
*2-22-2021*  
**DATE**

Supplier: FISHER RETAIL INC.		P.O. No.: 01-024-21
Address: 42 General Lim St., Bay, Sta. Cruz, O.C.		Date: 01/25/21
TIN:		Mode of Procurement: Negotiated Procurement Procedure

Gentleman,  
Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: See attached Annex "A"	Delivery Term: See attached Annex "A"
Date of Delivery: See attached Annex "A"	Payment Term: 15-30 days upon receipt of complete delivery and documents

Stock No.	Unit	Qty	Description	Unit Cost	Amount
Supply and Delivery of Refreshments and Groceries					
	pouch	✓ 60	Cafe Latte/Brewed coffee, 500g per pack	✓ 357.00	✓ 21,420.00
	kilo	✓ 24	Sugar, 1kg per pack	✓ 63.00	✓ 1,512.00
	pack	✓ 12	Stirrer, wooden, 100 pcs per pack	✓ 25.00	✓ 312.00
	pouch	✓ 24	Coffee creamer, 450g per pack	✓ 107.00	✓ 2,568.00
	pack	✓ 24	Tea, 25 pcs per pack (green tea with lemon, jasmine)	✓ 200.00	✓ 4,800.00
	pack	✓ 84	Biscuits, 10 pcs per pack, assorted	✓ 65.00	✓ 5,460.00
	pack	✓ 96	L-Fold paper towels	✓ 49.00	✓ 4,704.00
	pack	✓ 12	Disposable paper cups, 10 oz, 100's pack	✓ 179.00	✓ 2,148.00
	pack	✓ 12	Coffee maker filter paper	✓ 167.00	✓ 2,004.00
Submitted Technical Specification and Price Quotation shall form part of the Purchase Order **nothing follows**					

Total Amount in Words: Forty Four Thousand Nine Hundred Twenty Eight Pesos Only P44,928.00

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.

Conforms: *[Signature]*  
(Signature over printed name of Supplier)

Date: \_\_\_\_\_

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

Funds Available: P44,928.00

**SIGNATURE REDACTED**  
JULIETA L. VILLADELREY  
Chief Accountant

OBR No. *01-024-21-00330*  
Amount *P. 44,928.00*