



PURCHASE ORDER					
Supplier : <u>RBHC COURIER SERVICE</u>			P.O. No. : <u>2021.09.228</u>		
Address : <u>3190 F. Roxas St., Sta. Ana, Manila</u>			Date : <u>September 20, 2021</u>		
TIN : <u>219-962-955-000</u>			Mode of Procurement: : <u>Small Value Procurement</u>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <u>As indicated in the proforma invoice</u>			Delivery Term: <u>30 days from pick up of items</u>		
Date of Delivery: <u>Packaging and delivery start 1 day after the pick up of items from TPB Office</u>			Payment term: <u>30 days from receipt of invoice and proof of delivery</u>		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Packaging and door to door courier of service of promotional materials to the Philippine Overseas Labor Office in Toronto, Ontario Canada The scope of works and services are enumerated in the attached Quotation No. TPB-PR 2021.08.323 and the submitted bid quotation of Supplier. The copy of Quotation No. TPB-PR 2021.08.323 and the submitted bid quotation of Supplier is attached herewith and shall form integral part of this Purchase Order. Nothing follows	1	31,500.00	P 31,500.00
(Total Amount in words): Thirty-one Thousand Five Hundred Pesos Only					31,500.00
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.</p> <p>Conforme: _____</p> <p style="text-align: center;">Signature over Printed Name of Supplier</p> <p>_____</p> <p style="text-align: center;">Date</p>					
<p>Very truly yours,</p> <p style="text-align: center;"> EVELYN D. SORIANO</p> <p style="text-align: center;">Signature over Printed Name of Authorized Official</p> <p style="text-align: center;">OIC, Administrative Department</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Designation</p>					
Fund Cluster <u>03</u>			ORS/BURS No. : _____		
Funds Available: <u>Php 31,500.00</u>			Date of the ORS/BURS: _____		
<p style="text-align: center;"> MARLITO D. RODRIGUEZ</p> <p style="text-align: center;">Manager, Finance Department</p>			Amount : _____		