

## PURCHASE ORDER

Supplier : Berns Engineering Sales & Services  
Address : 54 Durian St., Brgy. Quirino 2C, Project 2, Quezon City  
TIN : 118-885-024-000

P.O. No. : 2022.06.133  
Date : June 7, 2022  
Mode of Procurement : Small Value Procurement

Gentlemen:

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

Place of Delivery: TPB OFFICE  
Date of Delivery: 2nd Semester of 2022

Delivery Term: 2nd Semester of 2022  
Payment term: 30 Days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	1 Lot	Preventive Maintenance Service for TPB Air Conditioning Units Ceiling Cassette Type Air-conditioning units Quantity: 28 / Unit Cost: Php2,000.00/ Total Cost: Php56,000.00 Wall Mounted Type Air-conditioning units Quantity: 19 / Unit Cost: Php1,000.00/ Total Cost: Php19,000.00 Floor Mounted Type Air-conditioning units Quantity: 4 / Unit Cost: Php2,500.00 / Total Cost: Php10,000.00 Ceiling Suspended Type Air-conditioning unit Quantity: 1 / Unit Cost: Php3,000.00 / Total Cost: Php3,000.00 Window Type Air-conditioning units Quantity: 8 / Unit Cost: Php650.00/ Total Cost: Php5,200.00 Warranty: 7 Days Free Service again water leak and error code display Charges base on actual number of units	1 Lot		P 93,200.00

(Total Amount in words): Ninety-Three Thousand Two Hundred Pesos 93,200.00

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.

Conforme:

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Supplier

LEAH MARIE C. SY  
\_\_\_\_\_  
Signature over Printed Name of Authorized Official

\_\_\_\_\_  
Date

Acting Head, Administrative Department  
\_\_\_\_\_  
Designation

Fund Cluster 03  
Funds Available: PHP 93,200.00  
  
MARLITO D. RODRIGUEZ  
\_\_\_\_\_  
Manager, Finance Department

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_