

PURCHASE ORDER

Supplier : Mitnside Enterprises
Address : 19 Atis St., Nayong Silangan Brgy. Dalig Antipolo City
TIN : 227-999-609-000

P.O. No. : 2022.06.132
Date : June 3, 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: As stated in the RFQ No. 2022.05.157

Delivery Term: as stated in the RFQ No.2022.05.157
Payment term: 30 Days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	1 Lot	Supply, Printing and Delivery of Business Card The scope of work and services are enumerated in the attached Request for Quotation No. 2022.05.157 and a Bid Quotation submitted by Mitnside Enterprises. The copy of Request for Quotation No. 2022.05.157 and the Bid Quotation submitted by Mitnside Enterprises is attached herewith and shall form as integral parts of this Purchase Order.			P 4,750.00

(Total Amount in words): Four Thousand Seven Hundred Fifty Pesos 4,750.00

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

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

Date

Acting Head, Administrative Department
Designation

Fund Cluster : DB
Funds Available: PHP 4,750.00

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____

MARLITO D. RODRIGUEZ

MARLITO D. RODRIGUEZ
Manager, Finance Department