



Funding the Republic

# PURCHASE ORDER

## BUREAU OF THE TREASURY

Intramuros, Manila  
Telefax No.: 524-7008

Appendix 61

Supplier :	<b>JEC MULTI TRADE OFFICE AND SCHOOL SUPPLIES</b>	P.O. No. :	<b>2023-02-0030</b>
Address :	152 E. Manalo Ave., Concepcion I, Marikina City	Date :	February 9, 2023
Contact No.:	0917-572-1908	Mode of Procurement :	Shopping
Email Add.:	jecmultitrade@yahoo.com		
TIN:	166-903-023-000		

Gentlemen:

Please proceed with the Supply and Delivery of Customized Folder in the amount of Php86,700.00 (VAT inclusive) following the terms and conditions contained herein:

Place of Delivery :	Ayuntamiento Building, Intramuros, Manila	Delivery Term:	Thirty (30) Calendar days from receipt of Purchase Order
Date of Delivery:	-	Payment Term :	30 days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<b>SUPPLY AND DELIVERY OF CUSTOMIZED FOLDERS</b> , composed of the following:	1	-	-
	pcs.	<b>FOLDER</b> , customized, hard, made of chipboard, expanding, size: legal, color: Red	400	144.50	57,800.00
	pcs.	<b>FOLDER</b> , customized, hard, made of chipboard, expanding, size: legal, color: Green	200	144.50	28,900.00
		<i>---Nothing Follows---</i>			
		<b>TOTAL</b>			<b>86,700.00</b>

(Total Amount in Words): EIGHTY SIX THOUSAND SEVEN HUNDRED PESOS AND (00/000)

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

**ATTY. RAYMUNDO U. TAN (Sgd.)**

Signature over Printed Name of Authorized Official

\_\_\_\_\_  
Date

OIC, Administrative Service  
Designation

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

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

**ROWENA R. GAMBA (Sgd.)**  
Signature over Printed Name of Chief Accountant/Head of  
Accounting Division/Unit