



PURCHASE ORDER

BUREAU OF THE TREASURY

Intramuros, Manila
Telefax No.: 524-7008

Appendix 61

Supplier :	RYRAH MERCHANDISING	P.O. No. :	2023-09-0172
Address :	#86 Cordillera Street, Quezon City	Date :	September 12, 2023
Contact No.:	(02) 8245-9114	Mode of Procurement :	Small Value Procurement (SVP)
Fax No.	-		
TIN:	210-690-439-000		

Gentlemen:

Please proceed with the Supply and Delivery of one (1) unit of Paper Shredder for ODTOP-Almanza in the amount of Php12,000.00 (VAT inclusive) following the terms and conditions stated herein:

Place of Delivery :	Ayuntamiento Building, Intramuros, Manila	Delivery Term:	Thirty (30) calendar days from issuance of P.O.
Date of Delivery :	-	Payment Term :	30 days from date of full delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	SUPPLY AND DELIVERY OF ONE (1) UNIT OF PAPER SHREDDER FOR ODTOP ALMANZA	1	-	-
	unit	PAPER SHREDDER, - 12 sheets cross-cut shredder Aurora AS1219CE	1	12,000.00	12,000.00
		---Nothing Follows---			
		Reference: PR Nos. 2023-07-0266 For ODTOP - Almanza			
		TOTAL			12,000.00

(Total Amount in Words) **TWELVE THOUSAND 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-Director, 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