



PURCHASE ORDER
BUREAU OF THE TREASURY
 Intramuros, Manila
 Telefax No.: 524-7008

Supplier : JAY-C DESIGNS INC	P.O. No. : 2023-10-0215
Address : 142 Road 3 Bagong Pag-Asa Quezon City	Date : October 18, 2023
Contact No.: 8929-7479	Mode of Procurement : Small Value Procurement
Fax No. michellemercado.jcd@gmail.com	
TIN: 000-374-155-000	

Gentlemen:

Please proceed with the Supply and Delivery of Forty-Five (45) Units Tombstone Plaques for BTr Retirees in the amount of Php51,300.00 (VAT inclusive) following the terms and conditions stated herein:

Place of Delivery : Ayuntamiento Building, Intramuros, Manila		Delivery Term: On or before November 8, 2023	
Date of Delivery : -		Payment Term : -	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	Supply and Delivery of Tombstone Plaque	1	-	-
	pcs	composed the ff: Tombstone Plaques ----- <i>Nothing Follows</i> ----- Reference: PR No. 2023-10-0388 For the HRMD	45	1,140.00	51,300.00
		TOTAL			51,300.00

(Total Amount in Words) FIFTY ONE THOUSAND THREE 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-Director, Administrative Service
 Designation

Fund Cluster : _____
 Funds Available : _____

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

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