

PURCHASE ORDER
Office of the Regional Prosecutor
Region XI

Supplier: V S TAY, INC.
Address: R. Magsaysay Avenue, Davao City

P.O. No.: 2020-OCT-006
Date: OCT 07 2020
Mode of Procurement: SHOPPING
RIS No./s.: _____

Gentlemen:

Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: Office of the Regional Prosecutor
Region XI
Date of Delivery: 10 days upon receipt of approved P.O.

Delivery Term: _____
Payment Term: SEND BILL (ADA)

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OFFICE SUPPLIES					
1	PACKS	12	BATTERY, HD, AAA, 2's	58.00	696.00
2	PIECES	2	CALCULATOR, COMPACT, 12 DIGITS	305.00	610.00
3	PIECES	500	ENVELOP, EXP., LONG	9.50	4,750.00
4	BOTTLES	120	PRINTER INK, EPSON, 664, BLACK	315.00	37,800.00
5	PIECES	5	STAPLER W/ REMOVER, NO. 35	94.00	470.00
6	ROLLS	5	MASKING TAPE, 1"	30.00	150.00
7	ROLLS	10	MASKING TAPE, 2"	58.00	580.00
8	ROLLS	6	TWINE, PLASTIC, 1KG	56.00	336.00
9	PADS	20	YELLOW PAPER, LONG, RULED, 80's	21.00	420.00
TOTAL					45,812.00

(Total Amount in Words) **Forty Five Thousand Eight Hundred Twelve and 00/100 pesos only**

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.

Conforme:
(Signature)
(Signature over printed name)
10-05-2020
Date

Very truly yours,
JANET GRACE B. DALISAY-FABRERO
Regional Prosecutor

(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. _____
Certified Correct: _____ Date: _____