



PURCHASE ORDER

Supplier: <u>SERV ENTERPRISES</u> Address: <u>Door C St., James Maris Village</u> TIN : <u>196-077-172-000</u>	P.O. No. : <u>2019-08-195</u> Date : <u>08-06-19</u> Mode of Procurement: <u>Negotiated-53.9</u> Small Value Procurement
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Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>CSPC, Supply and Property Office</u> Date of Delivery : <u>15 days after the receipt of Purchase Order</u>	Delivery Term: <u>15 days</u> Payment Term: <u>upon delivery and inspection</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
00-00-18-B-	set	Dewey Decimal Classification (DDC)23 rd Edition	1	54,995.00	54,995.00
00-00-18-B	pc	Sears List of Subjects Heading c. 2018/HW Wilson	1	20,000.00	20,000.00

Procurement of Cataloguing and Classifying Tools for Books at Library -

(Total Amount in Words)	<u>Seventy-Four Thousand Nine Hundred Ninety-Five Pesos</u>	<u>₱ 74,995.00</u>
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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,

VICTOR E. IBANDO
SERV ENTERPRISES
Signature over Printed Name of Supplier
Aug-14, 2019
Date

CHARLITO P. CADAG, PhD
Signature over Printed Name of Authorized Official
President
Designation

Fund Cluster : 05
Funds Available : ₱ 74,995.00

ORS/BURS No. : FP- 19-08-209
Date of the ORS/BURS: 8-8-2019
Amount : 74,995.00

MARIA FRANCIA S. ABACA
Signature over Printed Name of Chief Accountant/
Head of Accounting Division/Unit.