



**PURCHASE ORDER**

Supplier: BODEGA GLASSWARE  
 Address: Prieto St., Abella, Naga City  
 TIN : 102-708-057-000

P.O. No. : 2019-01-0012  
 Date : 01-21-19  
 Mode of Procurement: Negotiated-53.9  
Small Value Procurement

Gentlemen:  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: CSPC, Supply and Property Office  
 Date of Delivery : 15 days after the receipt of Purchase Order

Delivery Term: 15 days (FOB Destination)  
 Payment Term: Upon delivery and inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
00-00-19-OE	unit	Executive Swivel Chair	1	7,689.00	7,689.00

- Procurement of Executive Swivel Chair for Budget Office use -

(Total Amount in Word) Seven Thousand Six Hundred Eighty-Nine Pesos Only **₱ 7,689.00**

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,

**BODEGA GLASSWARE**

**DR. DULCE E. ATIAN**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

2-6-19

Date

SUC President III

Designation

Fund Cluster : AT  
 Funds Available : 7,689.00

BY: [Signature] TIME: 1:06  
 DATE: 12/1/19 LOG. NO. 23

ORS/BURS No. : 401-19-01-11  
 Date of the ORS/BURS: 1-31-19  
 Amount : 7,689.00

**MARIA FRANCIA S. ABACA**

Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit