



PURCHASE ORDER

Supplier: <u>MIND MOVER PUBLISHING HOUSE INC.</u> Address: <u>Unit 2, 341 Katipunan Ave., Loyola Heights, Quezon City</u> TIN : _____	P.O. No. : <u>2019-05-0142</u> Date : <u>5-20-19</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 Notice to Proceed</u>	Delivery Term: <u>15 days (FOB Destination)</u> Payment Term: <u>Upon delivery and inspection</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
00-00-19-B-	cp	College Writing Skills ith Readings 10 th ed. C.2019/Langan	1		3,198.00
00-00-19-B-	cp	Communicating at Work: Strategies for Success in Business and the Professions 12 th ed. C.2019/Adler	1		3,198.00
00-00-19-B-	cp	Communication Research: Asking Questions, Finding Answers 5 th ed. C.2019/Keyton	1		3,198.00
00-00-19-B-	cp	Social Media & Crisi Communication c.2017/Austin	1		3,198.00
00-00-19-B-	cp	Writing Matters: A Handbook for Writing & Research 3 rd ed. 2018/Howard	1		3,298.00
00-00-19-B-	cp	Treatment Resources Manual: for Speech-Language Pathology 5 th ed. 2016/Roth	1		3,298.00
00-00-19-B-	cp	Social Media Communication: Concepts, Practices, Data, Law and Ethics 2 nd ed. C.2018/Lipschultz	1		4,998.00
- Procurement of Reference Books for AB English -					
(Total Amount in Word) <i>Twenty-Four Thousand Three Hundred Eighty-Six Pesos Only</i>					₱ 24,386.00

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,

MIND MOVER PUBLISHING HOUSE INC.

DR. TERESITA B. SALAZAR

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

Date

OIC-CSPC

Designation

Fund Cluster : _____
Funds Available : _____

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

MARIA FRANCIA S. ABACA

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