



**OFFICE OF THE PRESIDENT**  
**CAMARINES SUR POLYTECHNIC COLLEGES**  
**RECEIVED**  
 DATE: 10-15-18 TIME: \_\_\_\_\_  
 CSPC-F-PROC-27

## PURCHASE ORDER

Supplier: <u>3GX COMPUTERS &amp; I.T SOLUTIONS TECHNOSHOP</u> Address: <u>Elias Angeles St., Naga City</u> TIN : <u>196-648-486-000</u>	P.O. No. : <u>2018-10-0307</u> Date : <u>10-10-18</u> Mode of Procurement: <u>Negotiated-53.9</u> <div style="text-align: right;"><u>Small Value Procurement</u></div>
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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-OE	pc	Swivel Chair	1	2,214.00	2,214.00

- Procurement of Swivel Chair for President's Office -

(Total Amount in Words)	<i>Two Thousand Two Hundred Fourteen Pesos Only</i>	<b>₱ 2,214.00</b>
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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 :   
Rowena B. Binito  
**3GX COMPUTERS & I.T SOLUTIONS TECHNOSHOP**  
 Signature over Printed Name of Supplier

Very truly yours,  
  
DR. DULCE E. ATIEN  
 Signature over Printed Name of Authorized Official

10-16-18  
 Date

**COMMISSION ON AUDIT**  
 CSPO - NAGA  
**RECEIVED**  
 BY: [Signature] T.M.R. 10/19/18  
 DATE: 10/19/18 LOG. NO. 2018

SUC President III  
 Designation

Fund Cluster : 01  
 Funds Available : 2,214

ORS/BURS No. : CO-14-10-1263  
 Date of the ORS/BURS: 10-10-18  
 Amount : 2,214.00

MARIA FRANCIA S. ABACA  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit  
 OCT 15 2018