



PURCHASE ORDER

Supplier: **GAKKEN (PHILIPPINES), INC.**
 Address: **Carmelo Bldg., Tahao Rd., Brgy. Cruzada, Legazpi City**
 TIN : **004-475-204-005**

P.O. No. : **2018-12-0373**
 Date : **12-03-18**
 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**
 Payment Term: **Upon delivery and inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
155-299	pcs	Black Ink, DC14 (for Ink DUPLO DP-L520)	10	843.00	8,430.00
- Procurement of Toner and Ink for Photocopier at IGP Office (Fast Moving Supplies) -					
(Total Amount in Word) <i>Eight Thousand Four Hundred Thirty Pesos Only</i>					₱ 8,430.00

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,


GAKKEN (PHILIPPINES), INC.

Signature over Printed Name of Supplier

1/10/19

Date

COMMISSION ON AUDIT
OSPC - NABUA
RECEIVED


DR. DULCE F. ATIAN

Signature over Printed Name of Authorized Official

SUC President III
 Designation

Fund Cluster : 05
 Funds Available : 8,430-

BY: [Signature] TIME: 11:29
 DATE: 1/10/19 LOG. NO. 010

ORS/BURS No. : 401-18-12-345
 Date of the ORS/BURS: 12-3-18
 Amount : 8,430-00


MARIA FRANCIA S. ABACA

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