

PURCHASE ORDER

DEPARTMENT OF FINANCE

Supplier: VALERIANO ENTERPRISES		P.O. No.: 2022-11-0166	
Address: 10 Limay St., Brgy. Barangka Itaas, Mandaluyong City		Date: November 11, 2022	
TIN: 100-273-509-000		Mode of Procurement: Small Value Procurement	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:			
Place of Delivery: <u>Department of Finance - Manila</u>		Delivery Term: <u>25 calendar days upon receipt of PO</u>	
Date of Delivery: <u>November 23, 2022</u>		Payment Term: <u>Government Terms</u>	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Steel Filing Cabinet Storage Cabinet Swing Metal Door Dimension: 72" H x 36" W x 18"D 6 Layers With Lock and Duplicate Keys Enamel Dark Gray Finish <i>*With six (6) months warranty against mechanical defects.</i>	4	12,900.00	51,600.00
					51,600.00

(Total Amount in Words) **Fifty One Thousand Six Hundred Pesos Only.**

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:

E.H. Valeriano
EMETERIO H. VALERIANO
 Signature over Printed Name of Supplier
11/21/22
 Date

Very truly yours,

Alvin P. Diaz
ALVIN P. DIAZ
 Signature over Printed Name of Authorized Official
 Director IV - CAO

Fund Cluster : _____

Funds Available : _____

Loida P. Laguyo
LOIDA P. LAGUYO
 Signature over Printed Name of Chief
 Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 2022-11-102917

Date of the ORS/BURS: 11/11/2022

Amount : ₱ 51,600.00
50203220-01
- RIPS -

TERMS AND CONDITIONS

- 1 Suppliers should see to it that the full services required and quality ordered are delivered within the prescribed period in accordance with the price quotation at the back hereof. This Purchase Order should accompany the delivery Invoices.
- 2 Suppliers failure to make the delivery when due, the Department of Finance shall impose the following penalties (a) to deduct for each day of delay 1/ 10 of one percent of the amount of the delayed undelivered item (s) or (b) the Department may opt to canvass from one supplier and charge the balance to the herein Suppliers if the price canvassed is lower than the price of herein quoted.
- 3 Suppliers agree to deliver / render the service ordered only during the official hours of the government except when a special arrangement is made before the acceptance of the Purchase Order by the Suppliers.
- 4 If the Suppliers cannot serve this Order for any reason he must return this Order accompanied by this written explanation within the period of delivery of the merchandise.
- 5 Service rendered are subject to government inspection and the DEPARTMENT reserves the right to cancel the Purchase Order and rejects the service delivered if found not in accordance with the specification called in the order.
- 6 The DEPARTMENT reserves the right to ban or reject any Purchase Order entered into by the herein Suppliers in violation of the above terms and conditions.
- 7 The Suppliers bond maybe confiscated if the suppliers refuse to accept this Purchase Order and abide by this Terms and Conditions.