



# PURCHASE ORDER

## DEPARTMENT OF FINANCE



Supplier : <b>J1TEK TRADING CORPORATION</b>	P.O. No. : <b>2025-06-0055</b>
Address : <b>777 Real St., Alabang-Zapote Road, Las Piñas City</b>	Date : <b>June 13, 2025</b>
TIN : <b>010-483-551-000</b>	Mode of Procurement : <b>Small Value Procurement</b>

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>30 calendar days upon receipt of PO</u>
Date of Delivery : _____	Payment Term : <u>30 working days</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pack	Coffee Grounds (250g/pack) (Gourmet Farms)	191	330.00	63,030.00
	pack	Creamer (48pcs/pack) (Coffee Mate)	158	107.00	16,906.00
	pack	Sugar, Brown (100pcs/pack)	79	129.00	10,191.00
	pack	Sugar, White (100pcs/pack)	77	139.00	10,703.00
				VAT included	<b>100,830.00</b>

(Total Amount in Words) **One Hundred Thousand Eight Hundred Thirty Pesos**

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:

*RAY MORENO*  
 Signature over Printed Name of Supplier  
JULY 8 2025  
 Date

Very truly yours,

*ALVIN P. DIAZ*  
**ALVIN P. DIAZ**  
 Director IV-CAO

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

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

ORS/BURS NOS      011011012025-06-003150  
                              011011012025-06-003150-A  
                              011021012025-06-000450  
                              011021012025-06-000451  
                              011011012025-06-001353

DATE OF OF THE ORS      30-Jun-25  
**AMOUNT**                      **Php 100,830.00**  
 UACS CODE:                  5020399000  
 RC :                                VARIOUS

- 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 1 present of the amount of the delayed delivered item ( s ) or ( b ) the Department may opt to canvass from one suppliers and charge the balance to the herein Suppliers if the price canvassed is lower than the price of herein quoted.
- 3 Suppliers agrees 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.