



# PURCHASE ORDER

CIAP-F-PRO-002 || Rev. 1 || 07/03/2022

Supplier/Provider : IJA ENTERPRISES

Address: B5 L10 Brentwood Park Homes Antipolo City

Tel. / Fax No.: 682-1211/09197274775

TIN: 190-792-593-000

P.O. No. : 2023-12-082

Date : 27 December 2023

P.R. No. 23-11064

Date : 12 October 2023

Mode of Procurement: Shopping B (Sec. 52.1.b)

3 Sir / Ma'am:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Item No.	Stock No.	Qty.	Unit	Description	Cost	
					Unit	Total
1		100	Roll	Masking Tape 2"	₱ 38.00	₱ 3,800.00
2		100	Bottle	Ink for EPSON 003 Cyan	₱ 195.00	₱ 19,500.00
3		100	Bottle	Ink for EPSON 003 Magenta	₱ 195.00	₱ 19,500.00
4		150	Bottle	Ink for EPSON 003 Black	₱ 195.00	₱ 29,250.00
5		200	Piece	Donyu, Sign Pen, Blue	₱ 33.00	₱ 6,600.00
6		25	Ream	Colored bond paper A4 size (Yellow)	₱ 398.00	₱ 9,950.00
7		200	Piece	Donyu, Sign Pen, Black	₱ 33.00	₱ 6,600.00
				***Nothing Follows***		

Amount in Words:

**NINETY FIVE THOUSAND TWO HUNDRED PESOS ONLY**

Total **₱ 95,200.00**

\*Subject to applicable taxes

Total **₱ 95,200.00**

4 Place of Delivery: CIAP Makati Office Payment Term:  Check Payment (Landbank); 30 calendar days after complete delivery

Date of Delivery: \_\_\_\_\_ Delivery Term:  Pick-Up  Deliver within 15 calendar days from receipt of PO by supplier

5 Penalty Provision:

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Authorized Supplier Signature over Printed Name

1-19-24  
Date

Very truly yours,

DELIA B. PERLADA  
Officer-in-Charge, CIAC

Date

6 Fund Cluster: Unit (07) CIAC

Funds Available: \_\_\_\_\_  
**PERLITA M. RASING**  
Chief Accountant/Head of Accounting

ORS/BURS No. : CAP# 2023-11-023

Date of the ORS/BURS: 11/17/23

Amount : ₱95,200.-