



# PURCHASE ORDER

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

1  
Supplier/Provider : IJA ENTERPRISES  
Address: B5 L10 Brentwood Park Homes Antipolo City  
Tel. / Fax No.: 682-1211/09192724775  
TIN: 190-792-563-000

2  
P.O. No. : 2024-04-022  
Date : 29 April 2024  
P.R. No. 24-02012  
Date : 19 February 2024  
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		4	Ream	A3 Bond Paper, 80 gsm	₱ 445.00	₱ 1,780.00
2		6	Ream	A4 Coloured Paper, Blue 80gsm	₱ 350.00	₱ 2,100.00
				***Nothing Follows***		

Amount in Words:  
THREE THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY

Total ₱ 3,880.00  
\*Subject to applicable taxes  
Total ₱ 3,880.00

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:  
  

Very truly yours,

JOSE P. FERNANDEZ JR DELIA B. PERLADA  
Authorized Supplier Signature over Printed Name Officer-in-Charge, CIAC  

5-21-24 \_\_\_\_\_  
Date Date

6  
Fund Cluster: GTAF 07 T.R  
Funds Available: \_\_\_\_\_  
PERLITA M. RASING 6/3/24  
Chief Accountant/Head of Accounting

ORS/BURS No. : CA F E 2024-06-013  
Date of the ORS/BURS: 6/3/24  
Amount : ₱ 3,880