



# PURCHASE ORDER

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

|   |  |
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| <p>1</p> <p>Supplier/Provider : <b>MCSA MARKETING</b><br/>         Room 206 Kim Siu Ching Foundation Bldg 473 Sto<br/>         Cristo St. Binondo Manila</p> <p>Address: _____</p> <p>Tel. / Fax No.: <u>7738-8050/8710-1787</u></p> <p>TIN: <u>103-916-601-000</u></p> | <p>2</p> <p>P.O. No. : <u>2024-05-032</u></p> <p>Date : <u>22 May 2024</u></p> <p>P.R. No. <u>24-02019</u></p> <p>Date : <u>28 February 2024</u></p> <p>Mode of Procurement: <u>Shopping B (Sec. 52.1.b)</u></p> |
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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                     |           | 32 ✓ | Box   | UK Paper Clip 1" 32mm             | P ✓ 9.00   | P 288.00 ✓   |
| 2                     |           | 10 ✓ | Pack  | Paper Colored 80gsm A4 Blue       | P ✓ 30.00  | P 300.00 ✓   |
| 3                     |           | 5 ✓  | Pack  | UK Folder L-type Plastic Clear A4 | P ✓ 84.00  | P 420.00 ✓   |
| 4                     |           | 36 ✓ | Box   | UK Clip, backfold 50mm            | P ✓ 60.00  | P 2,160.00 ✓ |
| 5                     |           | 44 ✓ | Box   | UK Clip,backfold 25mm             | P ✓ 16.00  | P 704.00 ✓   |
| 6                     |           | 42 ✓ | Box   | UK Clip, backfold 32mm            | P ✓ 23.00  | P 966.00 ✓   |
| 7                     |           | 18 ✓ | Piece | Data File Box                     | P ✓ 144.00 | P 2,592.00 ✓ |
| ***Nothing Follows*** |           |      |       |                                   |            |              |

|   |   |
|---|---|
| <p>Amount in Words:</p> <p><b>SEVEN THOUSAND FOUR HUNDRED THIRTY PESOS ONLY</b></p> | <p>Total <b>P 7,430.00</b></p> <p>*Subject to applicable taxes</p> <p>Total <b>P 7,430.00</b></p> |
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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

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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:

Michael Portacion      Delia B. Perlada

Authorized Supplier Signature over Printed Name      Officer-in-Charge, CIAC

7/17/24      \_\_\_\_\_

Date      Date

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Fund Cluster: CIAC TF.      ORS/BURS No. : CAF # 2024-02. 006

Funds Available: \_\_\_\_\_      Date of the ORS/BURS: 2/28/24

Perlita M. Rasing      Amount : P 7,430-

Chief Accountant/Head of Accounting      7/19/24