PURCHASE ORDER

Philippine Ports Authority

Supplier: SONJAY ENTERPRISES
Address: BRGY. STA. ANASTACIA. STO. TOMAS
TIN: 418-915-920-0000
PO Type: STANDARD
Mode of Procurement: SHOPPING

PO No.: BAT-1486-21
PO Date: 09-MAR-21
PR No.: BAT-1163-21
PR Date: 10-FEB-21

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: PMO - BAT
Date of Delivery:

Delivery Term: 20 days upon receipt of Approved Purchase order
Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
COS-ASD1017	RL	Tape, Transparent 24mm	30.00	10.7143	321.43
COS-ASD1017	RL	Tape, Masking 48mm	6.00	40.1786	241.07
OOS-ASD3279	PK	Folder with Tab, for Legal size documents (500 pcs. per pack)	1.00	2,062.5000	2,062.50
OOS-ASD3155	PC	Box, Peerless (Original) 24"x15"x11"	100.00	98.2143	9,821.43
COS-ASD1144	RM	Copy Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24	150.00	183.0357	27,455.36
COS-ASD1030	BOX	Paper Clip, 50 mm, 100 pieces per box or 120 grams	20.00	18.7500	375.00
COS-ASD1031	BOX	Envelope, White, long, Mailing, 500 pcs per box	1.00	223.2143	223.21
INPUT VAT 12					4,860.00
Total: Forty-Five Thousand Three Hundred Sixty Pesos					45,360.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent of the total value of this Order for each day of delay shall be imposed.

It is understood that this Purchase Order will be served in Accordance with applicable laws, rules and regulations.

Recommending Approval:

Margarita Emelyn D. Villamor
Manager, Administrative Division

Approved:

Joselito V. Sinocruz
Port Manager

Conforme:

Signature Over Printed Name of Supplier

Mar. 15, 2021
Date

Funds Available:

Raquel B. Lacsamana
Corporate Finance Services Chief