

PURCHASE ORDER

TO: VJ GRAPHIC ARTS, INC.
111 Panay Ave., Quezon City

Telephone No.: 8372-0886
Attn: Mr. Percival Datu
Authorized Representative

P.O. No. 2020-03-0038
Date: March 13, 2020
Mode of Procurement :
NP - Small Value Procurement
PR# 2020020190 (CSLO)

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

Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor - 8931-7935 loc. 508	Delivery Period: Please see details below
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Item No.	Qty.	Unit	Description	Unit Cost	Amount
1	50	box	Mailing Envelope, White, with CSC Logo, 500 pcs/box	1,500.00	75,000.00
			<i>Delivery Schedule:</i>		
			1. Proof should be delivered within three (3) days after receipt of Purchase Order		
			2. Delivery should be within Seven (7) Government days upon approval of final proof		
			xx-Nothing Follows-xx		
			<i>Inclusive of Government Taxes</i>		

(Total amount in words) **Seventy Five Thousand Pesos Only** **Php75,000.00**

In case of failure to make 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.

Very truly yours,

MARIA VICTORIA M. SALAZAR
Acting Director IV

Conforme:

(Signature over printed name)
Date:

Requisitioning Office/Division Director KATHERINE C. LIMARE-DELMORO Office Provisional Member / End-User Representative to the BAC	Funds Available: ESCARLET G. CONDE Chief - Accounting Division	Amount: Php75,000.00 OS No.
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Bawat Kawani, Lingkod Bayani