

**PURCHASE ORDER**

<b>TO: GEE-LINE TRADING</b> 9 Tagumpay St., Gulod, Nova, Quezon City  Telephone No.: 8899-5748 Attn: Ms. Evangeline D. Pelagio Authorized Representative	<b>P.O. No. 2020-03-0040</b> Date: March 13, 2020 Mode of Procurement : NP - Small Value Procurement PR# 2020020109 (OFAM)
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Gentlemen:  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b> Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor - 8931-7935 loc. 508	<b>Delivery Period:</b> Seven-Ten (7-10) working days upon receipt of Purchase Order
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Item No.	Qty.	Unit	Description	Unit Cost	Amount
1	10	piece	<b>Rubber Stamp (Per attached sample layout)</b> xx-Nothing Follows-xx	698.00	<b>6,980.00</b>

*Inclusive of Government Taxes*

(Total amount in words) <b>Six Thousand Nine Hundred Eighty Pesos Only</b>	<b>Php6,980.00</b>
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**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: 06/10/2020

<b>Requisitioning Office/Division</b>  <b>JULIUS B. REMUDARO</b> Office Provisional Member / End-User Representative to the BAC	<b>Funds Available:</b>  <b>ESCARLET G. CONDE</b> Chief - Accounting Division	<b>Amount:</b> <b>Php6,980.00</b> <b>OS No.</b> <b>GF</b>
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