



**PURCHASE ORDER**  
IBP Road, Constitution Hills, Quezon City

Supplier	GUZEH GARDEN	PO No.	2023-07-0068
Address	Macopa St. Violeta Village, Sta. Cruz, Guiguinto, Bulacan	Date	July 13, 2023
Tel. No.	09338104505	PhilGEPS No.	2018021171251424578636
TIN	254-988-189-000	Mode of Procurement	NP - Small Value Procurement

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	Delivery Term	FOB Destination		
Date of Delivery	Seven (7) working days upon receipt of Purchase Order	Payment Term	within 15-30 days upon complete submission of supporting documents.		
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1	lot	Supply, Delivery and Installation of Potted Rhapis, 3ft Tall Inclusive of 12% VAT	1	80,640.00	80,640.00
2	month	Maintenance Fee for Maintenance of Potted Rhapis and Landscape located at Front Lobby and beside Flag Pole <i>Note: Please see attached Technical Specification</i> xxxx-Nothing Follows-xxx	12	28,000.00	28,000.00
Total Amount in Words		One Hundred Eight Thousand Six Hundred Forty Pesos Only			108,640.00

At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:

*Jerry Fernando*  
**JERRY FERNANDO**  
 Signature Over Printed Name of Supplier  
 Nov. 9, 2023  
 Date

Very truly yours,

*Karlo A. B. Nograles*  
**ATTY. KARLO A. B. NOGRALES**  
 Signature over Printed Name of Authorized Official  
**Chairperson**  
 Designation

Fund Cluster \_\_\_\_\_  
 Funds Available \_\_\_\_\_  
*Escarlet G. Conde*  
**ESCARLET G. CONDE**  
 Signature Over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

ORS/BURS No. \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount **P108,640.00**