



**PURCHASE ORDER**  
Office of Civil Defense- Davao City  
Entity Name

Supplier : Prince Educational Supply		P.O. No. : 2020-09-147			
Address : 132 Bolton St, Poblacion District, Davao City		Date : September 29, 2020			
TIN :		Mode of Procurement : Shopping			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : OCD XI Regional Office		Delivery Term : Delivery			
Date of Delivery : Within 5 days		Payment Term : Cheque on Delivery			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Event 1: Supplies to Support Financial Management Section</b>			
1	pcs	File Keeper	20	125.00	2,500.00
2	pc	Black Pentel Pen	1	28.50	28.50
3	pc	Cork Board (36x24inches)	1	695.00	695.00
4	box	Red Sign Pen	1	237.00	237.00
5	boxes	Index Tabs (Transparent)	5	84.50	422.50
6	boxes	Black Stamp Pad Ink	2	13.50	27.00
7	pcs	Scotch Tape (1 inch)	4	11.50	46.00
8	pcs	Extension Wire (5 Meters)	2	495.00	990.00
<b>(Total Amount in Words)</b> Four Thousand Nine Hundred Forty Six Pesos Only					<b>4,946.00</b>
<p>In</p> <p style="text-align: right;">Very truly yours,</p> <p>Conforme:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____              Signature over Printed Name of Supplier              9-29-20              _____              Date         </div> <div style="text-align: center;">               _____  <b>DIR. MANOLITO P. ORENSE</b>              Regional Director         </div> </div>					
Fund Cluster : _____ Funds Available : _____ <p align="center"><b>ELISA V. TABINO</b> Special Disbursing Officer</p>			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		

