



**PURCHASE ORDER**

Supplier: Cool Ads Designs and Print Inc.	P.O. No. 020-21
Address: 2823 Borneo St., San Isidro, Makati City	Date: March 9, 2021
	Mode of Procurement: AMP-SVP

Sir/Madam:

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

Place of Delivery: PICC - Facilities & Properties Division	Delivery Period: 30 calendar days
Department: Administrative Department	Payment Terms: 15 days charge
Section: Facilities and Property Division	

Item No.	Unit	Description	Qty	Unit Cost	TOTAL PRICE
S0003832	BOX	Business Card, 2.00 in. x 3.50 in., C2S 220 lbs. one side printing	15.00	P 575.00	P8,625.00
S0003833	BOX	Business Card, 2.00 in. x 3.50 in., C2S 220 lbs. both side printing	35.00	P 600.00	P21,000.00
S0003834	BOX	Letter Envelope, 9.50 in. x 4.125 in., Bookpaper 80 lbs.	1.00	P 8,500.00	P8,500.00
S0003835	BOX	Envelope Expanded Long, 10.00 in. x 15.00 in., C2S 220 lbs	23.00	P 2,200.00	P50,600.00
S0003836	REAM	Letterhead, A4, Bookpaper 70 lbs	1.00	P 5,700.00	P5,700.00
S0003837	ROLL	Ribbon, 7/8" x 50 yards, Blue, with PICC Logo	2.00	P 950.00	P1,900.00
S0003838	ROLL	Ribbon, 7/8" x 50 yards, Red, with PICC Logo **** NOTHING FOLLOWS ****	3.00	P 875.00	P2,625.00

(Total Amount in Words) **NINETY-EIGHT THOUSAND NINE HUNDRED FIFTY PESOS** **P98,950.00**  
 (Total Amount in Words)

In case of failure to make the full delivery within time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the undelivered goods for every day of delay, as liquidated damages until such goods are finally delivered and accepted.

Very truly yours:

*Roberto A. Garcia*  
 Roberto A. Garcia  
 Deputy General Manager

Conforme:

*Jessica P. Lantin*  
**JESSICA P. LANTIN**

(Signature over Printed Name of Supplier)

**05-25-2021**

Date

Funds Available:

*Office Supplies Inventory*  
*P 98,950-*

*Susan M. Galang*  
 Susan M. Galang  
 Cost Control & Budget Officer

P.R. No: ADM-FPD-2020-12-009

Amount: P 122,200.00