



**PURCHASE ORDER**  
**PHILIPPINE RETIREMENT AUTHORITY**  
 29/F BDO Towers Valero, (Formerly Citibank Tower),  
 Paseo de Roxas, Makati City

Supplier :	<b>ZJN DEVELOPMENT CONSTRUCTION &amp; SUPPLY CORPORATION</b>		P.O. No. :	<b>2024 - 10 - 256</b>	
Address :	Door 39 2F Plaza De Tavera Bldg. Camus Ext., Davao City		Date :	<b>October 18, 2024</b>	
TIN :	009-718-539-000		Mode of Procurement : <u>Small Value Procurement</u>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>29th Flr BDO Towers Valero, Paseo De Roxas, Makati City</u>			Delivery Term : <u>30 WD (upon receipt of PO)</u>		
Date of Delivery : <u>Please refer to Delivery Term</u>			Payment Term : <u>15 WD</u>		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>SEMI-EXPENDABLE for CSO</b>					
<i>items:</i>					
	1	Reception Counter	pc	37,975.00	37,975.00
	1	Reception High Chair	pc	3,800.00	3,800.00
	1	Reception Wall	pc	32,990.00	32,990.00
	4	Faux Plants in Pot with Stand (Reception Area)	pc	1,390.00	5,560.00
	1	Accent Chair (Waiting Lounge)	pc	14,490.00	14,490.00
	2	Side Table (Waiting Lounge)	pc	4,495.00	8,990.00
	1	Divider (Waiting Lounge)	pc	17,000.00	17,000.00
	1	2 Seater Couch	pc	12,475.00	12,475.00
	1	Faux Plants in Pot with Stand (Waiting Lounge)	lot	1,390.00	1,390.00
	2	Long Sofa	pc	19,475.00	38,950.00
	1	Center Table (Waiting Lounge)	pc	12,000.00	12,000.00
	1	Carpet (Waiting Lounge)	pc	6,475.00	6,475.00
	1	Wall Décor (Waiting Lounge)	pc	14,975.00	14,975.00
	1	IT Shelf with Cover	pc	16,595.00	16,595.00
	1	Elevated Stage and Back Drop	pc	18,499.00	18,499.00
	1	Carpet (Briefing Area)	pc	6,490.00	6,490.00
	1	Briefing Table (with 3 Chairs)	pc	16,470.00	16,470.00
	1	Faux Plants in Pot with Stand (Briefing Area)	pc	1,390.00	1,390.00
	1	Coffee Station Rack	pc	15,950.00	15,950.00
	1	Coffee Maker	pc	1,800.00	1,800.00
	1	Water Dispenser (Bottom Load)	pc	9,190.00	9,190.00
	1	Garbage Bin (Briefing Area)	pc	1,399.00	1,399.00
	1	Foldable Table	pc	2,450.00	2,450.00
	1	Rack 1 (170 x 200) (30 boxes)	pc	22,490.00	22,490.00
	2	Rack 2 (140 x 200) (24 boxes)	pc	15,000.00	30,000.00
	1	Rack 3 (100 x 200) (18 boxes)	pc	12,650.00	12,650.00
	72	Storage Box for Files	pc	99.00	7,128.00

1	Safety Vault	pc	20,000.00	20,000.00
1	Folding Step Ladder	pc	799.00	799.00
1	Conference Table (6 Seater)	pc	31,950.00	31,950.00
1	Storage Shelves with Cover	pc	21,950.00	21,950.00
1	Console Table	pc	4,450.00	4,450.00
1	Side Shelf (Manager's Office)	pc	4,500.00	4,500.00
1	Small Garbage Bin (Manager's Office)	pc	110.00	110.00
1	3.5 Cubic Ref. (Fujidenzo) (Pantry)	pc	4,500.00	4,500.00
1	Microwave (Pantry)	pc	3,585.00	3,585.00
1	Coffee Maker (Pantry)	pc	1,800.00	1,800.00
1	Water Dispenser – Top Load (Pantry)	pc	5,540.00	5,540.00
1	Storage Organizer (Pantry)	pc	1,200.00	1,200.00
2	Storage Containers (Set of 5)	pc	470.00	940.00
1	Garbage Bin (Pantry)	pc	1,400.00	1,400.00
6	Assorted Kitchen Utensils for 6 (Pantry)	pc	400.00	2,400.00
1	Brochure/Forms Rack Wall Mounted	pc	4,590.00	4,590.00
1	Partition (Oriental Design – Customized)	pc	24,950.00	24,950.00
1	Executive Table	pc	15,000.00	15,000.00
1	Executive Chair	pc	7,980.00	7,980.00
2	Guest Chair	pc	4,450.00	8,900.00
1	Lamp	pc	4,500.00	4,500.00
1	Carpet Tile	lot	13,000.00	13,000.00
1	Shelf Rack and Decorative Wall	pc	22,000.00	22,000.00
3	Divider for Work Station	pc	2,200.00	6,600.00
4	Office Chairs	pc	3,775.00	15,100.00
1	Small Garbage Bin	pc	110.00	110.00
1	Storage Organizer	pc	1,200.00	1,200.00
	*** nothing follows ***			
				598,625.00

**(Total Amount in Words)** Five Hundred Ninety-Eight Thousand Six Hundred Twenty Five Pesos Only

In case of failure to make the 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 on the undelivered item/s.

Conforme:

Very truly yours,

**JORIE DELA CERNA**

**ROBERTO Z. ZOZOBRAO**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

General Manager/HoPE

Date

Designation

**Fund Cluster : Internally Generated Fund**

Funds Available : ₱5,200,026.00

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_

**REMIGIO P. ABAIGAR**

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit