



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

Supplier :	MVJC NON-SPECIALIZED WHOLESALE TRADING	P.O. No. :	2024 - 08 - 203
Address :	B7 Lt. 11 Sub-Urban PH 1 Brgy San Jose, Rodriguwz, Rizal	Date :	August 20, 2024
TIN :	623-077-429-000	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>15 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>Purchase and delivery of Refreshments for the Servicing Lounge</b>			-
		<i>items:</i>			
	pack	black coffee, stick	30	125.00	3,750.00
	pack	assorted 3 in 1 coffee	30	100.00	3,000.00
	pack	sugar	10	120.00	1,200.00
	pack	creamer	10	120.00	1,200.00
	pack	assorted biscutis	40	90.00	3,600.00
	pack	green tea	10	345.00	3,450.00
	pack	paper cup, 9oz	60	75.00	4,500.00
	pack	paper towel	15	75.00	1,125.00
	pack	stirrer	25	75.00	1,875.00
	pack	assorted candies	50	95.00	4,750.00
		*** nothing follows ***			
					<b>28,450.00</b>

**(Total Amount in Words)** Twenty Eight Thousand Four Hundred Fifty 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,

**SOPHIE GWYNETH CRUZ**

**ROBERTO L. ZOZOBRADO**

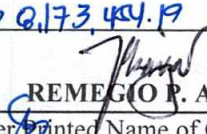
Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

General Manager/HoPE

Date

Designation

**Fund Cluster : Internally Generated Fund**  
 Funds Available : ₱ 9,173,444.19  
  
**REMEGIO R. ABAIGAR**  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_