



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

| Supplier : MYRIAD EVENTS | | P.O. No. : 2022 - 125 | | | |
|---|------|---|-----------------------------|------------|-------------------|
| Address : 143 Chrome St. Upper Quezon Hill, Baguio City | | Date : November 8, 2022 | | | |
| TIN : 423-425-387-000 | | Mode of Procurement : SVP | | | |
| 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 working days</u> | | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| | lot | Event Coordinator for the PRA Baguio Satellite Office Yuletide Celebration | 1 | 500,000.00 | 500,000.00 |
| | | <i>details:</i> | | | |
| | | date: December 14, 2022 | | | |
| | | time: 6:00PM - 10:00PM | | | |
| | | venue: Baguio Convention and Cultural Center | | | |
| | | <i>inclusions:</i> | | | |
| | | food and drinks with lechon | | | |
| | | photo and video souvenir package | | | |
| | | physical arrangement | | | |
| | | entertainment | | | |
| | | give-aways and prizes | | | |
| | | complete details : as stated in the proposal and terms of reference | | | |
| | | <i>terms of payment: 50% down payment - seven (7) days before the event and 50% full payment seven (7) days after the event</i> | | | |
| | | <i>*** nothing follows ***</i> | | | |
| | | | | | 500,000.00 |
| (Total Amount in Words) | | Five Hundred Thousand 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, | | | |
| ANGELINA DE GUZMAN | | Atty. BIENVENIDO K. CHY | | | |
| Signature over Printed Name of Supplier | | Signature over Printed Name of Authorized Official | | | |
| | | General Manager/ HoPE | | | |
| Date | | Designation | | | |
| Fund Cluster : Internally Generated Fund | | | ORS/BURS No. : _____ | | |
| Funds Available : <u>500,000</u> | | | Date of the ORS/BURS: _____ | | |
| REMEGIO P. ABAIGAR | | | Amount : _____ | | |
| Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | | | | | |