



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

Supplier :	BROWNIAN RECORDS & PRODUCTION	P.O. No. :	2022 - 128
Address :	143 Maria Gochan Mambaling, Cebu City	Date :	November 8, 2022
TIN :	181-637-297-000	Mode of Procurement :	SVP

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

Place of Delivery :		29th Flr BDO Towers Valero, Paseo De Roxas, Makati City		Delivery Term :		30 WD (upon receipt of PO)	
Date of Delivery :		Please refer to Delivery Term		Payment Term :		15 working days	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount		
	lot	Event Coordinator for the PRA Cebu Satellite Office Yuletide Celebration	1	500,000.00	500,000.00		
		<i>details:</i>					
		date: December 7, 2022					
		time: 05:00PM - 10:00PM					
		venue:					
		<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>					
		*** nothing follows ***					
						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,

REYNALDO NACILLA

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**

Funds Available : *602,000*

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____

Remigio P. ABAIGAR
REMEGIO P. ABAIGAR

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