

**PURCHASE ORDER  
OFFICE OF CIVIL DEFENSE IV-A  
Entity Name**

Supplier : <b>ZIONEYES GENERAL MERCHANDISE</b>	P.O. No. :
Address : <b>40-B Miami St., Silangan 3, Cubao, Quezon City 1109</b>	Date : <b>06 Sept. 2021</b>
TIN : <b>241-143-052-000</b>	Mode of Procurement : <b>Small Value Procurement</b>

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

Place of Delivery : <b>#175 CPDC Bldg Brgy Paciano Rizal Calamba City Laguna</b>	Delivery Term : <b>15 calendar days upon receipt of Purchase Order (P.O.)</b>
Date of Delivery : <b>_</b>	Payment Term : <b>_</b>

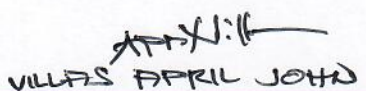
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Customized Mouse Pad Size: Width: at least 8.5 inches Height: at least 7 inches Thickness: 3mm with Logo, Graphics, and Texts  Material: - Natural rubber base + cloth surface - Skid proof rubber backing with soft comfortable fabric top that makes the mouse move stably even on slippery surface	2,000	42.00	84,000.00
		*Nothing Follows*			


The supplier should provide a prototype/sample before the issuance of Notice of Award, Notice to Proceed, Purchase Order, contract and mass production				
				<b>84,000.00</b>

(Total Amount in Words) **EIGHTY FOUR 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:

  
**VILLARS APRIL JOHND**  
 Signature over Printed Name of Supplier  
  
07 Sept. 2021  
 Date

Very truly yours,  
  
**MARIA THERESA R. ESCOLANO**  
 Signature over Printed Name of Authorized Official  
  
**Regional Director**  
 Designation

Fund Cluster : _____ Funds Available : _____  <p align="center">   <b>MENCHIE G. GANZON</b>                      Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit                 </p>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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