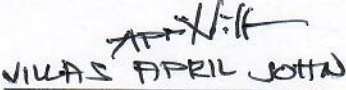



**PURCHASE ORDER
OFFICE OF CIVIL DEFENSE IV-A**

Entity Name

| Supplier : ZIONEYES GENERAL MERCHANDISE | | P.O. No. : 2021-09-215 | | | |
|---|------|---|-----------------------------|-----------|-------------------|
| Address : 40-B Miami St., Silangan 3, Cubao, Quezon City 1109 | | Date : 02 September 2021 | | | |
| TIN : 241-143-052-000 | | Mode of Procurement : Small Value Procurement | | | |
| Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein: | | | | | |
| Place of Delivery : #175 CPDC Bldg Brgy Paciano Rizal Calamba City Laguna | | Delivery Term : 15 calendar days upon receipt of Purchase Order (P.O.) | | | |
| Date of Delivery : _ | | Payment Term : _ | | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| 1 | lot | (1) Reusable Notebook sleeves/cover, (1) notebook, (1) ballpen, with packaging Notebook Sleeves Cover material: Black synthetic leather, leatherette cover with button snap Design: Engraved/UV Print OCD and RDRRMC4A logo at the lower right corner of the cover. Ballpen can be tucked in Size: 6 x 8.5 inches NOTEBOOK: Type: Thread and or glue binding Material: Lined paper sheer Size: 6 x 8.5 inches Sheets: 70-80 sheets with lines BALLPEN: Design: engraved/UV print OCD and RDRRMC 4A logo and the word RDRRMC IV-A Body color: Black Ink: Black Type: Ballpoint tip with a width of 0.7mm PACKAGING: Black or white gift box or packaging *Nothing Follows* | 500 | 340.00 | 170,000.00 |
| The supplier should provide a prototype/sample before the issuance of Notice of Award, Notice to Proceed, Purchase Order, contract and mass production | | | | | 170,000.00 |
| (Total Amount in Words) | | ONE HUNDRED SEVENTY 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, | | | |
|  VILAS APRIL JOTTA Signature over Printed Name of Supplier | |  MARIA THERESA R. ESCOLANO Signature over Printed Name of Authorized Official | | | |
| Sept. 2, 2021 Date | | Regional Director Designation | | | |
| Fund Cluster : _____ | | | ORS/BURS No. : _____ | | |
| Funds Available : _____ | | | Date of the ORS/BURS: _____ | | |
| _____ Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | | | Amount : _____ | | |