



PURCHASE ORDER
OFFICE OF CIVIL DEFENSE - REGION 3
 Entity Name

Supplier : ZIONEYES GENERAL MERCHANDISE
 Address : 40-B Miami St., Barangay Silangan, Cubao, Quezon City
 TIN : 241-143-052-000

P.O. No. : 2021-06-003
 Date : 15 June 2021
 Mode of Procurement :

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

Place of Delivery :	Office of Civil Defense Region 3	Delivery Term :			
Date of Delivery :	15 days upon receipt of the P.O	Payment Term :	Send Bill Policy		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	set	OCD3/RDRRMC3 Institutional Materials (Tokens and Mementos) Set Inclusion: (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/Engraved/UV Print OCD and RDRRMC logo at lower right corner. Ballpen can be tucked in Size: 6x8.5 inches Notebook Type: Thread and/or Glue Binding Material: Lined Paper Sheets Size: 6 x 8.5 inches Sheets: 70-80 sheets with lines Ballpen Design: Engraved/UV Print OCD and RDRRMC logo Body Color: Black Ink Color: Black Type: Ballpoint tip with a width of 0.7mm Packaging Black/White Gift Box Packaging	140	395.00	55,300.00
		Nothing Follows			
		Mode of Payment: Send bill policy arrangement			
		Prices include all applicable taxes, duties, and charges			
TOTAL					55,300.00

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:

APRIL JOHN P. VILLAC
 Signature over Printed Name of Supplier
JUNE 15, 2021
 Date

Very truly yours,

CESAR M. DIAO, CESE
 Signature over Printed Name of Authorized Official
 Regional Director, OCDRO III
 Designation

Fund Cluster : **DRRM - MOOE**
 Funds Available :

ESTRELLA MARIE S. SALTA
 Signature over Printed Name of Finance Officer

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____