DEPARTMENT OF ENERGY

ORIGINAL

Energy Center, Rizal Drive cor. 34th St.,
Bonifacio Global City, Taguig

PURCHASE ORDER

PR No. 01-0101-2024-09-M0467

Supplier : ~~UNITOP GENERAL MERCHANDISE, INC.~~
Address : ~~Brgy. 3-A, Poblacion District, Corner C. Bangoy, San Pedro St., Davao City~~
TIN :

P.O. No. : ~~2024-11-424~~
Date : ~~11/12/2024~~
Mode of Procurement : AMP-NP 53.9
Reso No. M512 s. 2024

Gentlemen: **MR. ANDY CAI**

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

Place of Delivery : DEPARTMENT OF ENERGY- Mindanao Field Office, 3rd Flr Tolentino Bldg. Candelaria Ave., Davao City (K.B. J. Soterno)

Date of Delivery :

Delivery Term : within 30 days upon receipt of PO

Payment Term : ~~Payment will be processed within 30 days~~ upon completion of delivery of all items and services, submission of all required documents & issuance of certificate of acceptance from the end-user. Payment is through Check subject to government budgeting, accounting and auditing rules.

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		PROCUREMENT OF MFO CHRISTMAS			
1	lot	MFO CHRISTMAS DECORATION	1	10,486.00	₱ 10,486.00
	piece	7 ft Christmas tree (Bulky type)	1	2,499.00	₱ 2,499.00
	piece	Christmass Tree Star Topper, Silver	1	55.00	₱ 55.00
	box	3cm Christmas balls (silver, gold, red), 12s	7	25.00	₱ 175.00
	box	7cm Christmas balls (silver, gold, red), 6s	5	55.00	₱ 275.00
	box	10cm Christmas balls (silver, gold, red), 6s	4	145.00	₱ 580.00
	piece	Poinsettia with Clip (gold & red combo)	30	20.00	₱ 600.00
	piece	Christmas leaves (red fern)	25	20.00	₱ 500.00
	roll	10m Christmas lights (white,)	4	185.00	₱ 740.00
	roll	10m Christmas lights (yellow)	4	185.00	₱ 740.00
	roll	9m Christmas Tube Lights (yellow) with controller	2	594.00	₱ 1,188.00
	piece	40cm Christmas Wreath	10	39.00	₱ 390.00
	piece	Artificial Pine Christmas Garland	5	139.00	₱ 695.00
	piece	Chunky Christmas Tinsel Garland (snow and green)	10	49.00	₱ 490.00
	roll	Big Christmas Flat Ribbon/Mesh (red)	5	65.00	₱ 325.00
	roll	Big Christmas Flat Ribbon/Mesh (white)	5	65.00	₱ 325.00
	roll	Small Christmas Flat Ribbon/Mesh (red)	3	29.00	₱ 87.00
	roll	Small Christmas Flat Ribbon/Mesh (yellow)	3	29.00	₱ 87.00
	pair	Santa's Sock	10	49.00	₱ 490.00
	pack	Adhesive Hook Wall 5s	5	49.00	₱ 245.00
		Terms of Reference: a. It would be agreed that there is no escalation of the quotation price. b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification. c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other legal exactions.			
(Total Amount in Words)		Ten Thousand Four Hundred Eighty-six Pesos Only	TOTAL		₱ 10,486.00

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 underdelivered item/s.

This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.

Conforme:

JENNY I. PALUCA
Signature over Printed Name of Supplier

11/14/2024
Date

Very Truly yours:

NILO J. GEROCHE
Signature over Printed Name of Authorized Official

rsp/KBJS

Director, MFO
Designation

Fund Cluster :

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

HELEN C. ROLDAN
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

KBJS

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