



DEPARTMENT OF ENERGY

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

QUINTUPLICATE

PURCHASE ORDER

Supplier : _____ P.O. No. : _____
 Address : _____ Date : _____
 TIN : _____ Mode of Procurement : _____

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

Place of Delivery : _____ Delivery Term : _____
 Date of Delivery : _____ Payment Term : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>PROCUREMENT OF VENUE, MEALS AND ACCOMMODATION IN RELATION TO THE CONDUCT OF THE CONSULTATION WORKSHOP ON THE DEVELOPMENT OF THE ENERGY DISASTER INFORMATION AND MANAGEMENT SYSTEM (EDIMS) AND THE ENERGY RESILIENCY MANAGEMENT SYSTEM (ERMS)</p> <p>See attached Terms of Reference (TOR) and approved Service Agreement for details.</p> <p>Subject to deduction of allowed government taxes on total</p>			

(Total Amount in Words) Three hundred fifty five 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 underdelivered item/s.

Conforme: _____ Very Truly yours: _____
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official
 Date _____ Designation _____

Fund Cluster : _____ ORS/BURS No. : _____
 Funds Available : _____ Date of the ORS/BURS: _____
 Amount : ₱ 355,000.00
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit