



DEPARTMENT OF ENERGY

QUINTUPLICATE

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

PMD-QF-17
27 October 2023
Rev. 2

PURCHASE ORDER

PR No. 01-0101-2024-05-0278

Supplier : WORK HABITS TRADING P.O. No. : 2024-05-138
 Address : Blk. 1 Lot 5B, Dandelion Street, Greenwoods Executive Village, Cainta, Rizal Date : 31 May 2024
 TIN : _____ Mode of Procurement : AMP 339

Gentlemen: MS. THERESA JOY P. ARANETA | 0920 931 8739 Reso No. 187 s. 2024
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DEPARTMENT OF ENERGY, Energy Center, Rizal Dr., BGC, Taguig City Delivery Term : Within fifteen (15) days upon receipt of approved Purchase Order (PO)
 Date of Delivery : _____ Payment Term : Payment will be processed within 30 days upon completion of services, submission of all required documents, & issuance of certificate of acceptance from the end-user. Payment is through LDDAF-ADA subject to government budgeting, accounting and auditing rules.

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		SUPPLY AND DELIVERY OF DRI-FIT POLO SHIRTS			
	pcs.	<ul style="list-style-type: none"> With print (see attached polo-shirt design) Materials: Dry Fit, 100% polyester With collar and buttons Printing: Full sublimation and color Color: Light blue Packaging: Individually wrapped in plastic Quantity and Sizes: S-15 pcs; M-15 pcs.; L-25 pcs.; XL-20 pcs.; XXL-15 pcs.; XXXL-10 pcs. <p>Other Terms and General Conditions: - as stated in the Request for Quotation (RFQ-01-0101-2024-05-0278-0523-0057)</p> <p><i>*Subject to deduction of allowed government taxes on total amount.</i></p>	100	420.00	₱ 42,000.00
				TOTAL AMOUNT	₱ 42,000.00

(Total Amount in Words) Forty-Two 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.
This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.

Conforme: _____ Very Truly yours: _____
 Signature over Printed Name of Supplier ELISA B. MORALES
 Signature over Printed Name of Authorized Official
 Date _____ Designation Director, AS

Fund Cluster : _____ ORS/BURS No. : 02-10706-2024-06-032113
 Funds Available : _____ Date of the ORS/BURS: 3 June 2024
 Amount : ₱ 42,000.00

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HELENC ROLDAN
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit