



PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

3F Secretariat Bldg., PICC Complex, Pasay City

Telefax No. 8818-5330

Supplier : **RFIS TRADING**
 Address : **671 Boni Ave., Mandaluyong City**
 Tel No. : **8531-9311/09164244384**

P.O. No. : **2020-01-040**
 Date : **December 18, 2020**
 Mode of Procurement: **SVP**

Gentlemen:

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

Place of Delivery: **SEC**
 Date of Delivery: _____

Delivery Term: **15 CD**
 Payment term: **30 CD**

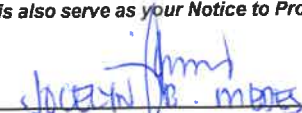
Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	ream	Supply and Delivery of 5,000 Reams Multi-Purpose Paper, A4 ✓ ***** As per attached supporting documents: a. BAC Resolution on Award No. 2020-019 b. Signed Notice of Award	5,000	154.00 ✓	770,000.00

(Amount in Words) **Seven Hundred Seventy Thousand Pesos** **P 770,000.00**

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of (1%) one percent of the total value of these ORDER for each day of delay shall be imposed.

Very truly yours,

Conforme: (This also serve as your Notice to Proceed)



 (Signature over printed name)

 Date **December 22, 2020 11:34 AM**


MARYLOU I. DUKA CASTILLO
 OIC-Director, HRAD

Funds Cluster: _____
 Funds Available: _____

ORS/BURS No.: **02-206442-2020-12-001896**
 Date of the ORS/BURS: **Dec 21, 2020**
 Amount: **P 770,000.00**



Adelaida C. Navarro-Banaria
 Director, FMD ✓

SECURITIES AND EXCHANGE COMMISSION
 FINANCIAL MANAGEMENT DEPT.
 BUDGET & FISCAL SECTION

DEC 18 2020

RECEIVED

By:  Time: _____