



PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION
3F Secretariat Bldg., PICC Complex, Pasay City
Telefax No. 8818-5330

Supplier : SOPHIE'S INFORMATION TECHNOLOGY SOLUTIONS	P.O. No. : 2021-01-21
Address : Unit 6 1NK Centre, Gen.Luna St., Brgy. 10, Lipa City	Date : September __, 2021
Tel No. : (043)774-2772 / 0917-8999232	Mode of Procurement : SVP

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

Place of Delivery: SEC	Delivery Term: : 15 CD
Date of Delivery: _____	Payment term: : 30 CD

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	Unit	Laptop for Media Production	1	156,800.00	156,800.00
<p>As per attached supporting documents: a. Purchase Request b. BAC Resolution No. 2021-008 c. Signed Notice of Award</p>					

(Amount in Words) **One Hundred Fifty Six Thousand Eight Hundred Pesos** **P 156,800.00**

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.

Conforme: *(This also serve as your Notice to Proceed)*
REY MARIT P. CASTILLO
(Signature over printed name)
09/28/21
Date

Very truly yours,
ROMUALD C. PADILLA
OIC-Director, HRAD

Funds Cluster: _____	BURS No.: <u>06-206442-2021-09-001599</u>
Funds Available: _____	Date of the BURS: <u>September 21, 2021</u>
Adelaida C. Navarro-Banaria Director, FMD	Amount: <u>P 156,800.00</u>

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

SEP 20 2021

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