



**PURCHASE ORDER**

SECURITIES AND EXCHANGE COMMISSION

The SEC Headquarters, Makati Ave., Salcedo Village, Bel-Air, Makati City

Telefax No. 8818-5330

|   |                                  |
|---|----------------------------------|
| Supplier : <b>CENTRAL BOOK SUPPLY INC.</b>                      | P.O. number : <b>2023-01-050</b> |
| Address : <b>927 Phoenix Bldg., Quezon Avenue, Quezon City.</b> | Date : <b>July 6, 2023</b>       |
| Tel No. : <b>8372-3550 to 52 loc. 15</b>                        | Mode of Procurement: : <b>DC</b> |

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

|  |                               |
|--|-------------------------------|
| Place of Delivery: <b>The SEC Headquarters, Makati City.</b> | Delivery Term: : <b>15 CD</b> |
| Date of Delivery: _____                                      | Payment term: : <b>30 CD</b>  |

| Item No./ Stock No.  | Unit | DESCRIPTION  | Qty | Unit Cost | Amount    |
|--|------|--|-----|-----------|-----------|
|  |      | SUPPLY AND DELIVERY OF VARIOUS BOOKS FOR THE SEC LIBRARY (LOT 2) | lot | ₱7,940.00 | ₱7,940.00 |
| <p>*****</p> <p>As per attached supporting documents:</p> <p>a. BAC Resolution on Award No. 2023-103</p> <p>b. Signed Notice of Award dated July 6, 2023</p> |      |  |     |           |           |

(Amount in Words) **Seven Thousand Nine Hundred Forty Pesos** ₱7,940.00

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)*  
**NELFA P. TENEBRO**  
*Central Book Supply, Inc.*  
 \_\_\_\_\_  
 (Signature/over printed name)  
 July 10, 2023  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
**Filbert Catalino F. Flores III**  
 Director, HRAD

Funds Cluster: OSA  
 Funds Available: ₱ 7,940.00

\_\_\_\_\_  
**Dondie Q. Esguerra**  
 Director, FMD

ORS/BURS No.: 02-206442-2023-07-002254  
 Date of the ORS/BURS: July 7, 2023  
 Amount: ₱7,940.00