

PURCHASE REQUEST

DBM - GPPB-TSO

Agency

Dept. CAPACITY DEVELOPMENT DIVISION PR No.: 2016-044 Date: 10/24/2016
Section _____ SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
		Procurement of Training bags for the Regional Trainings TECHNICAL SPECIFICATIONS: I. BAG A. Height: Approx. 16 inches B. Thickness: Approx. 4.5 inches C. Width: Approx. 15 inches D. Material: Poly Rubber E. Color : Black F. Closure: Velcro Snap G. Print: GPPB-TSO Logo (Please see attached sample picture) - Size of Print: Approx. 4.5 (H) x 8 (W) inches II. HANDLE A. 2 handles B. Length: Approx. 19 inches C. Width: Approx. 1.5 inches thick D. Material: Nylon E. Color : Black DELIVERY REQUIREMENT: a. Must submit a sample for approval of the end-user within 2 calendar days upon receipt of the Purchase Order b. Delivery schedules: 1st Delivery – 170 pcs within seven (7) calendar days upon approval of the sample 2nd Delivery – 170 pcs within seven day (7) calendar days after the 1st delivery <i>-nothing follows-</i>	340	100.00	34,000.00

Purpose: To be distributed to the participants for the additional batches of Regional Training.

Signature:
Printed Name:
Designation:

Requested by:

JOCELYN C. BESLIG
PMO IV

Approved by:

MARIA LORA T. ALVAREZ
OIC, Division Head

PURCHASE ORDER

DBM - GPPB-TSO

Agency

Supplier:	SAIKO International Trading Corporation	P.O. No.:	017-2016
Address:	Lot 23, Blk. 1, Glowdell Avenue FBIC, Tikay, Malolos, Bulacan	Date:	November 11, 2016
TIN:	004-550-407-000	Mode of Procurement:	SVP (Sec. 53.9)

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


Place of Delivery: Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Rd., Ortigas Center, Pasig City	Delivery Term: _____
Date of Delivery: _____	Payment Term: Full Payment/Check

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Books	Procurement of Training bags for the Six (6) Batches of Procurement Trainings TECHNICAL SPECIFICATIONS: I. BAG A. Height: Approx. 16 inches B. Thickness: Approx. 4.5 inches C. Width: Approx. 15 inches D. Material: Poly Rubber E. Color : Black F. Closure: Velcro Snap G. Print: GPPB-TSO Logo (Please see attached sample picture) - Size of Print: Approx. 4.5 (H) x 8 (W) inches II. HANDLE A. 2 handles B. Length: Approx. 19 inches C. Width: Approx. 1.5 inches thick D. Material: Nylon E. Color : Black DELIVERY REQUIREMENT: a. Must submit a sample for approval of the end-user within 2 calendar days upon receipt of the Purchase Order b. Delivery schedules: 1st Delivery – 170 pcs within seven (7) calendar days upon approval of the sample 2nd Delivery – 170 pcs within seven day (7) calendar days after the 1st delivery	340		26,452.00

(Total Amount in Words) **Twenty Six Thousand Four Hundred Fifty Two Pesos only.** 26,452.00

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.

Conforme:


JOVETH F. MENDOZA
 Signature over Printed Name of Supplier
11-11-16
 Date

Very Truly Yours

ATTY. ELMIRA S. CRUZ-CASINO
 Authorized Official

Funds Available: <u>Kristine Daley T. Corpuz</u> Chief Accountant	ALOBS No.: _____ Amount: _____
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