

PURCHASE REQUEST



DBM - GPPB-TSO

Agency

Dept. CAPACITY DEVELOPMENT DIVISION PR No.: 2016-027 Date: 08/12/2016
 Section _____ SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
		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 – 100 pcs within seven (7) calendar days upon approval of the sample 2nd Delivery – 150 pcs within seven day (7) calendar days after the 1st delivery 3rd Delivery – 200 pcs within seven (7) calendar days after the 2nd delivery <i>-nothing follows-</i>	450	100.00	45,000.00

Purpose: To be distributed to the participants of the Six (6) Batches of the Procurement Training.

Signature: Printed Name: Designation:	Requested by:  JOCELYN C. BESLIG PMO IV	Approved by:  MARIA LORA ALVAREZ OIC, Division Head
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PURCHASE ORDER

DBM - GPPB-TSO

Agency _____

Supplier: SAIKO International Trading Corporation P.O. No.: 10-2016
 Address: Lot 23, Blk. 1, Glowdell Avenue FBIC, Tikay, Malolos, Bulacan Date: September 6, 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

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(Total Amount in Words) **Thirty Five Thousand and Ten Pesos only.** 35,010.00

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:

JOUSTIN F. MEJORA

Signature over Printed Name of Supplier

9-8-16

Date

Very Truly Yours,

DENNIS S. SANTIAGO

Authorized Official

Funds Available:

KRISTINE DALE T. CORPUZ

Chief Accountant

ALOB No.: _____

Amount: _____