



# PURCHASE ORDER

PO Number PO001408

COMMISSION ON AUDIT REGION I

RECEIVED

|   |   |
|---|---|
| <b>TO:</b><br>RPD CHEM ENTERPRISES<br>73E 12th Ave., Socorro, Cubao,<br>Quezon City<br><br>Contact Name:<br>Tel No : 02-8556-2711<br>TIN: 416-681-024-000 | <b>DELIVER/SHIP TO:</b><br>Poro Point Management Corporation<br>Gov. Joaquin L. Ortega Avenue<br>Poro Point Freeport Zone, Poro<br>San Fernando, La Union 2500<br>Contact Name:<br>Tel No : 0722424016<br>Fax No.: 0722420683<br>TIN: 005853269 |
|---|---|

8/5/2024

| PO Date of Approval | PR No.        | Requesting Department | Mode of Procurement | Date of Delivery           | Delivery Term | Payment Term |
|---------------------|---------------|-----------------------|---------------------|----------------------------|---------------|--------------|
| 7/30/2024           | PR No 0001410 | HR and Administration | Shopping            | 15 WD upon receipt of P.O. | -             | CREDIT 30    |

  

| Item | Quantity | Unit   | Description                          | Unit Cost | Amount    |
|------|----------|--------|--------------------------------------|-----------|-----------|
| 1    | 36.00    | BOTTLE | DISINFECTANT SPRAY, 340 grms. w/ SDS | 350.00    | 12,600.00 |
| 2    | 10.00    | BOTTLE | GLASS CLEANER, 500ml                 | 180.00    | 1,800.00  |
| 3    | 10.00    | PAIR   | GLOVES, cotton                       | 55.00     | 550.00    |
| 4    | 4.00     | PIECE  | MOPHANDLE, screw type, wooden handle | 190.00    | 760.00    |
| 5    | 10.00    | PACK   | PAPER TOWEL, 2's                     | 100.00    | 1,000.00  |
| 6    | 200.00   | PACK   | TRASH BAG, XXL                       | 70.00     | 14,000.00 |

NOTE: Janitorial Supplies for 3rd Quarter CY 2024  
 PESOS: THIRTY THOUSAND FIVE HUNDRED TEN AND 00/100 PESOS ONLY 30,510.00

Note: Please attach the original copy of this order together with the DELIVERY RECEIPT and SALES INVOICE in the triplicate.

FUNDS AVAILABLE:  
 Lenima E. Judan  
 Finance Manager  
 Abigail Q. Peralta  
 Budget Officer

*Janitorial Supplies*

Recommended by:  
 Maria Victoria De Guzman - Soriano  
 Vice President for HR and Administration  
 Atty. Felix S. Racadio  
 President and CEO

I hereby certify that I am the authorized representative of the seller/supplier and by affixing my signature on this PO, the seller/ supplier is legally bound by the terms and conditions of this PO and all applicable provisions of RA 9184 and its revised IRR and other related laws and governmental rules and regulations.

I further certify that the above goods with the corresponding prices, including the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery to PPMC.

PPMC has the right to unilaterally cancel this Purchase Order (PO) if seller/supplier fails to deliver within 30 days from receipt of the PO the goods stated herein. However, if seller/supplier wish to deliver such goods after the 30-day period, seller/supplier shall request PPMC in writing to do so and if PPMC may grant such request, likewise in writing, seller/supplier shall pay PPMC one tenth of one percent per day of delay of the total cost of such goods.

Date Received: August 5, 2024

CONFORME: LYVEN S.V MADRID  
 SALES REPRESENTATIVE  
 Printed Name and Signature of Authorized Representative

PMR No 24-07-13