



Republic of the Philippines
Department of Health
Baguio General Hospital and Medical Center
Baguio City

Procurement Management Office

PURCHASE ORDER

Form No. : HS- PS - 006

Revision No. : 1

Effectivity Date : September 1, 2016

Supplier : **THE STABLE EDUCATIONAL SUPPLY**
Address: **NO. 12 CJ LOWER BONIFACIO ST., BAGUIO CITY**

Purchase Order No.: **2020-12-2166**
Purchase Order Date: **December 11, 2020**
Mode of Procurement: **Shopping**

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

Place of Delivery : **BGHMC Stock Room**
Date of Delivery: **15 Working Days**

Delivery Term: **FOB Destination**
Payment Term: **Charge**

| Stock Number | Unit | Quantity | Description | Unit Cost | Amount |
|--------------|------|----------|---|-----------|--------------|
| | ream | 2,200 | Paper, Multi-purpose (Copy) A4, 70gsm BRAND : A One | P 153.50 | P 337,700.00 |
| | ream | 1,200 | Paper, Multi-purpose (Copy), Legal Size, 70Gsm BRAND : A One | P 167.15 | P 200,580.00 |



FOR MATERIALS MANAGEMENT OFFICE USE

| | | |
|-------------------------|---|---------------------|
| Total Amount in Words : | Five hundred thirty-eight thousand two hundred eighty pesos only | P 538,280.00 |
|-------------------------|---|---------------------|

Non-delivery of the above mentioned item/s, partial or complete delivery, within the prescribed delivery term shall have the effect of cancellation of this Purchase Order and subsequent orders. In case you will be allowed to deliver beyond the term, partial or complete delivery, a penalty of one-tenth(1/10) of one percent (1%) for everyday of delay shall be imposed.

Conforme:

Very truly yours,

Signature Over Printed Name
1-7-21
Date

RICARDO B. RUNEZ JR., MD, FPSC, MHA, CSEE
for Medical Center Chief II
JAN 04 2021

Fund Cluster: **05**
Funds Available: **P 538,280.00**

CECILIA J. PUGONG, CPA
Accountant IV *name n/a*
Head Accounting Section

ORS / BURS NO.: **MI-02-206443-2020-12- 1545**
DATE ORS / BURS: **December 21, 2020**
Amount: **P 538,280.00**
PR NO. : **2020-11-2471 November 04, 2020**