



Republic of the Philippines  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**  
 STII Building, DOST Complex, Bicutan, Taguig City  
 Telefax No. 837-2071 local 2145

FR-FAD-PS No.014  
 (rev.01 10/17/2016)

**PURCHASE ORDER**

Supplier : <b>BAN BEE COMMERCIAL CO., INC.</b>	P.O. No. : <b>17-03-0020/</b>
Address : <b>856 C.M. Recto Avenue, Tondo, Manila</b>	Date : <b>3/20/2017 /</b>
Tel. No. <b>244-3724</b>	Mode of
TIN :	Procurement : <b>SHOPPING</b>

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

Place of Delivery: <b>STII Bldg., DOST Complex General Santos Avenue</b>	Payment Term: <b>15 DAYS</b>
<b>Bicutan, Taguig City</b>	Delivery Term: <b>10 WD upon receipt of approved PO</b>
Date of Delivery :	

Qty.	Unit	Description	Stock No.	Unit Cost	Amount
25	pcs.	Signpen, blue - Dong A	OS89	22.00	550.00
10	reams	Copy paper, A4, 80 gsm	OS137	149.00	1,490.00
10	reams	Copy paper, legal, 80 gsm	OS138	164.00	1,640.00
12	pcs.	Ballpen, blue -Panda	OS04	4.50	54.00
1	pack	Parchment paper, A4, 100's/pack	OS131	200.00	200.00
		FAD		420.00	
		OD		3,514.00	
				3,934.00	

Amount In Words **THREE THOUSAND NINE HUNDRED THIRTY-FOUR PESOS ONLY** **TOTAL 3,934.00**

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.

Very truly yours,

**ARLENE E. CENTENO**  
 FAD Chief

Conforme:

\_\_\_\_\_  
 (Signature over Printed Name of Supplier)

\_\_\_\_\_  
 (Date)

Fund Cluster : <b>Regular Fund</b>	ORS/BURS No.: <b>02-101-2017-03-254</b>
Funds Available: _____	Date of the ORS/BURS : <b>22 March 2017</b>
<b>CECILIE ROSE B. RAMOS</b> Accountant III	Amount : <b>P 3,934</b>