

GP 8-22-2018

Ok 8/20

Fixed s/po

Republic of the Philippines  
Office of the President



# PURCHASE ORDER

**PO Number PO000385**

*(Please quote this number on all related correspondence, delivery/shipping papers and invoice)*

<b>TO:</b> CITIBIND CORP 9011 ARANGA ST SAN ANTONIO VILLAGE MAKATI CITY  Contact Name: ERWIN BERSABE Tel No.: 8950952 TIN: 001113555000	<b>DELIVER/SHIP TO:</b> Bases Conversion and Development Authority 2F Bonifacio Technology Center 31st Street corner 2nd Avenue BGC Taguig NCR 1634  Contact Name: Procurement Division Tel No.: 575-1700 Fax No.: 816-0978 TIN: 002-219-694-000
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PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
8/14/2018 <i>8/20/18 up</i>	0000240		SVP	8/10/2018	15 days	COD
Item	Quantity	Unit	Description	Unit Cost	Amount	
1	1.00	UNIT	BINDING MACHINE, RENZ COMBIS <i>Heavy Duty Document Comb Ring punch and Binding Machine - Comb plastic punch and binding machine uses plastic ring binders, all metal chassis and mechanism with 2-handles, applicable to all plastic rings up to 51mm, with adjustable paper size guide and margin depth, manually punch to sheets of 20 lbs. bond paper at a time for a plastic comb binding, Heavy Duty, with Adjustable Holes</i>	42,500.00	42,500.00	

NOTE: RMOSD-OFFICIAL USE  
PURCHASE REQUEST NO. 0000377

<b>PESOS: FORTY TWO THOUSAND FIVE HUNDRED AND 00/100 PESOS ONLY</b>	<b>42,500.00</b>
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**Terms and Conditions:**

This Purchase Order (PO) shall be governed by the General Terms and Conditions printed at the back hereof

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

FUNDS AVAILABLE:

*[Signature]*  
**HEDDA Y. RULONA**  
DMIII, Budget Department *HRM*

Approved by:

*[Signature]*  
**BGEN CARLOS F. QUITA (RET)**  
VP-CSG

Recommended by:

*[Signature]*  
**SUSANA R. RAMOS**  
Officer-In-Charge, PPMD

I hereby certify that I am authorized representative of the company and that by affixing my signature, it shall bind the company I am representing to the terms and conditions of the PO and all applicable provisions of RA 9184 and its revised IRR and other applicable government rules.

I further certify that the above prices, which were quoted in the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery.

**CONFORME:**

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature of Authorized Representative

*(The supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance.)*

**KINDLY REFAX TO 5751785 OR EMAIL TO [ifdavid@bcda.gov.ph](mailto:ifdavid@bcda.gov.ph) THANKS.**



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	<b>Recommended by:</b>  <u>SUSANA R. RAMOS</u> Officer-In-Charge, PPMD

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CONFORME:

JOEL S. BERSABE

Printed Name and Signature of Authorized Representative

Date Received:

20 Aug 2018

(The supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance.)

KINDLY REFAX TO 575-1785 OR EMAIL TO [ifdavid@bcda.gov.ph](mailto:ifdavid@bcda.gov.ph) THANKS.



Procurement Division  
2018-08-20 11:01 FAX 5751785