

PURCHASE ORDER

Supplier:	WRITESHOP ENTERPRISES	PO. No.:	NF 2012-0438
Address:	Sorsogon City	Date:	December 02, 2020
		Mode of Procurement:	Shopping

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

Place of Delivery:	RRCY, Sorsogon	Payment Term:	Charge
Date of Delivery:	five (5) working days upon receipt of Purchase Order	Delivery Term:	

Item No.	Unit		Quantity	Unit Cost	Amount
SUPPLIES OF RRCY SORSOGON					
Janitorial Supplies:					
1	pcs	broom, soft, thick/heavy duty	36	185.00	6,660.00
3	pcs	doormat, rubber	24	190.00	4,560.00
4	pcs	laundry brush with handle, large	30	35.00	1,050.00
5	pcs	mop head, 400g, refill	12	250.00	3,000.00
6	pcs	steel wool, metal, scouring pad	40	45.00	1,800.00
8	btl	toilet bowl & urinal cleaner, at least 1 liter	120	125.00	15,000.00
TOILETRIES:					
9	pcs	bath soap, 180 grams for adult (2 s/res./month)	200	65.00	13,000.00
10	pcs	toothbrush, travel for adult (1pcs/quarter)	120	35.00	4,200.00
11	pcs	toothpaste, 145 ml, for adult (monthly 33s)	66	65.00	4,290.00

Total Amount in Words: **FIFTY THREE THOUSAND FIVE HUNDRED SIXTY PESOS ONLY***** **53,560.00**

PR # NF 2009-0375 21 09 2020

Conforme:

WRITESHOP ENTERPRISES
Signature over Printed Name of Supplier

Date

Very truly yours,
ARNEL B. GARCIA, CESO II
Regional Director

Funds Available:

LLOYD DRAZEN B. BAS
Accountant III

ORS No.: **2012-06050**
Amount: **₱53,560.00**