

**PURCHASE ORDER**  
**UNIVERSITY OF THE PHILIPPINES MINDANAO**  
 Mintal, Tugbok District, Davao City

Supplier: **GH OFFICE DEPOT**  
 Address: 88 T. Monteverde Ave., Davao City

P.O. No. **2017-12-202**  
 Date: Thursday, December 07, 2017  
 Mode of Procurement: public bidding  
 P.R. No.: 20170904

TIN No. 000-074-144-000 Fax No. 224-2573

Gentlemen:

Please furnish this office the following article(s) subject to the terms and conditions contained herein:

Place of: **UNIVERSITY OF THE PHILIPPINES MINDANAO**  
 Delivery: **Mintal Tugbok District, Davao City**  
 Date of Delivery:

Delivery Term: 60 days  
 Payment Term: ADA

Stock / Property No.	Unit	Description	Qty	Unit Cost	Amount
	lot	LOT 1 - SUPPLY AND INSTALLATION OF PARTITIONS	1	599,016.00	599,016.00
	unit	Office Partitions Panel with Glass 4.5 x 150 x 110cm., laminated finish Glass 300mm height	10		
	unit	Office Partitions Panel with Glass 4.5 x 90 x 110cm., laminated finish Glass 300mm height	7		
	unit	L-shape, Table Top, Melamine Board Finish 25mm thickness, with PVC Edge Machine Bonded 150 x 150cm.	5		
	unit	Table Top, Melamine Board Finish 25mm. thickness, with PVC Edge Machine Bonded 50 x 170cm.	1		
	unit	Table Top, Melamine Board Finish 25mm. thickness, with PVC Edge Machine Bonded 35 x 124cm.	1		
	unit	Fix Pedestal, 3 Drawers with Lock and Handle Melamine Board Finish	5		
	unit	Office Chair, High Back Mesh Pneumatic adjustable gaslift, chrome legs	5		
	unit	Sofa 1 Seater, Leatherette Black Upholstered with 1 unit Corner Table, Melamine Board Finish	2		

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.

Conforms:

GH OFFICE DEPOT

(Signature over printed name)

(Date)

Very truly yours:

Prof. Sylvia B. Concepcion, Ph.D  
 CHANCELLOR

Funds Cluster : FM  
 Funds Available : P.O. 2016 continuing

ZENAIDA G. CALATRAVA, CPA  
 Chief, Accounting Office

ORS/BURS No. :

Date

Amount:

DEC 15 2017

599,016.00

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