



**PURCHASE ORDER**

Supplier: ECO-HYGIENE INSTITUTIONAL SALES, CORPORATION  
 Address: Mandaluyong City

P.O. 026-20  
 Date: September 8, 2020  
 Mode of Procurement: Bidding  
 Department: Admin  
 Section: FPD

Sir/Madam:  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: PICC  
 Department: ADM  
 Section: FPD

Delivery Period: 15 calendar days  
 Payment Terms: within 3 weeks

Item No.	Unit	Description	Qty.	Unit Cost	TOTAL PRICE
1	rolls	INTERFOLDED PAPER TOWEL X-X-X-X-X	16,700	P25.00	<u>P417,500.00</u>

(Total Amount in Words) **FOUR HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED PESOS** **P417,500.00**

In case of failure to make the full delivery within time specified above, a penalty one-tenth (1/10) of one percent (1%) the cost of the undelivered goods for every day of delay, as liquidated damages until such goods are finally delivered and accepted

Very truly yours:

*[Signature]*  
**RENATO R. PADILLA**  
 General Manager

Conforme:

*[Signature]*  
**LIZA MAE DELA CRUZ**  
 (Signature over Printed Name of Supplier)  
 9/17/20  
 Date

Funds Available

*Sanitation and Housekeeping Supplies Inventory*  
*[Signature]*  
**Susan M. Galang**  
 Cost Control & Budget Officer  
 ₱ 417,500-

P.R. No. ADM-FPD-2020-01-003  
 ABC - P584,500

*By 9/16/2020 for 9/17/2020*