

**PURCHASE ORDER**

 Supplier: **ECO-HYGIENE INSTITUTIONAL SALES, CORPORATION**  
 Address: **Mandaluyong City**
**P.O. 039-22**  
**Date: June 17, 2022**  
 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: 7 calendar days  
 Payment Terms: within 3 weeks

Item No.	Unit	Description	Qty.	Unit Cost	TOTAL PRICE
1	rolls	TOILET TISSUE PAPER	22,896	₱7.00	₱160,272.00
	rolls	JUMBO ROLL TISSUE PAPER X-X-X-X-X-X	300	₱80.00	₱24,000.00
					<b>₱184,272.00</b> VAT Inclusive

 (Total Amount in Words) **ONE HUNDRED EIGHTY-FOUR THOUSAND TWO HUNDRED SEVENTY-TWO PESOS** **₱184,272.00**

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:

**ROBERTO A. GARCIA**  
 Deputy General Manager

Conforme:

  
**Lyza Dela Cruz**

(Signature over Printed Name of Supplier)

**June 21, 2022**

Date

Funds Available

*Janitorial and House Keeping  
 Supplies Inventor*  
**Susan M Galang**  
 Cost Control & Budget Officer

**P.R. No. ADM-FPD-2022-02-005**  
**SUB-ABC - ₱297,648.00**  
**₱38,100.00**  
**TOTAL ABC - ₱335,748.00**