



Standard Form Number: SF-GOOD-58  
Revised on: May 24, 2004  
Standard Form Title: Purchase Order

**NEGOTIATED CANVASS 20-0264**  
**P.R No. 2020-0368**

## PURCHASE ORDER

### PROVINCIAL LEGAL OFFICE

Agency / Requisitioning Office

Supplier	SKETCHES & PLOTS FURNITURES & FIXTURES ENTERPRISE	D.O. No. P.O. NO. 2020-584
Address	Blk 12 Lot 4 Magdaleneville II Subdivision Barangay Mandalagan Bacolod City, Negros Occidental	Date : November 24, 2020
E-mail Address		Mode of
Telephone No.		Procurement : <b>NEGOTIATED</b>
TIN	119-119-119-000	Small Value Procurement

Gentlemen/Mesdames:

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

Place of Delivery :	PROVINCIAL LEGAL OFFICE	Delivery Term	Please read at the
Address :	NEW CAPITOL SITE, TAGBILARAN CITY		back hereof.
Date of Delivery :	upon receipt of NTP	Payment Term	upon completion of delivery
Warranty Period:	1 year		

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	lot	Conference Table w/ Chairs	1	21,600.00	21,600.00
2	units	Visitor Chair w/ Arm Rest	6	3,500.00	21,000.00
3	set	Visitor's Lounge Set	1	20,000.00	20,000.00
4	units	Hot & Cold Water Dispenser	2	3,000.00	6,000.00
5	units	3-Seater Gang Chair	2	10,500.00	21,000.00
6	units	Coffee Maker 5 Cups	2	1,000.00	2,000.00
7	units	Bookshelves	5	5,000.00	25,000.00
8	pcs	Cups & Saucers 12's	2	2,000.00	4,000.00
9	set	Cutlery Set 12's	2	1,200.00	2,400.00
X-X-X-X-X-X-X-X-X-X-X-X					
<b>TOTAL LOT PRICE..</b>					<b>123,000.00</b>

(Total Amount in Words)

**ONE HUNDRED TWENTY THREE THOUSAND PESOS ONLY**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme:

**JOSE F. PUY III**

**SKETCHES & PLOTS FURNITURES & FIXTURES ENTERPRISE**

Signature over printed name of Supplier

Very truly yours,

**ATTY. ARTHUR C. YAP**  
Governor

**DEC 01 2020**

Date

Date Approved:

**NOV 26 2020**

Funds Available:

**EUSTAQUIO A. SOCORIN**

Earmark No.

**05-1486**

Amount

**124,000.00**