



PURCHASE ORDER

SUPPLIER: **LIGHT ENERGY ENTERPRISE**
 ADDRESS: UNIT 15, BALANA TOWN HOUSE, NO. 2 KATIPUNAN
 ST., CONCEPCION UNO, MARIKINA CITY

P.O. No.: 2023-11-281
 DATE: Nov. 10, 2023
 MODE OF PROCUREMENT: NP: SMALL VALUE
 PROCUREMENT

Gentlemen:

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

Place of Delivery: Delivery Terms: 15 WORKING DAYS
 Date of Delivery: Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pc	Customized 2024 Notebook Planner (with ATI and BPP Logo)	40	250.00	10,000.00
	pc	Customized Bamboo Charging Station (with ATI and BPP Logo)	40	390.00	15,600.00
	pc	Corporate Gift Box (with ATI and BPP Logo)	40	360.00	14,400.00
	pc	Customized Tote Bags (with ATI and BPP Logo)	40	290.00	11,600.00
	pc	Customized Notepads with pens (with ATI and BPP Logo)	40	101.00	4,040.00
	pc	ID Card Holder with lanyard	40	101.00	4,040.00
	pc	Expanding transparent zip envelope	40	115.00	4,600.00
	ream	A4 vellum paper, 100 sheets, 230 gsm	2	480.00	960.00
	pc	A4 Certificate Holders (with ATI and BPP Logo)	40	294.00	11,760.00
	pc	Letter Standee (BINHI)	5	800.00	4,000.00
	pc	Printing of tarpaulin	2	500.00	1,000.00
		Purpose: Supplies for the BPP National Summit and Year-end Assessment on November 29 - December 1, 2023			

TOTAL AMOUNT IN WORDS: EIGHTY-TWO THOUSAND PESOS ONLY ₱ 82,000.00

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

CONFORME:

Handwritten Signature
 Signature Over Printed Name of Supplier

NOV-28-2023
Handwritten Signature



Very truly yours,

REMELY KRICOTER, MNSA, CESO III
 DIRECTOR

FUNDS AVAILABLE:

JOAN E. SINGSON
 CHIEF ACCOUNTANT

OR/BUR No.:

Amount: