



# PURCHASE ORDER

**SAN LAZARO HOSPITAL**

Entity Name

RECEIVED  
 M. Lopez  
 Date: 12-16-19  
 Time: 11:40 AM

Supplier: <b>SD LEAL GRAPHICS</b>	P.O. No.: <b>19-11-0269</b>
Address: <b>255-F Laverza St. Pasay City</b>	Date: <b>November 20, 2019</b>
TIN: _____	Mode of Procurement: <b>Small Value Procurement</b>
Tel / Fax #: <b>556-07-49</b>	BAC Resolution #: <b>AMP-012-A s.2019</b>

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

Place of Delivery: <b>Materials and Management Dept. - San Lazaro Hospital</b>	Delivery Term: <b>see schedule below</b>
Date of Delivery: _____	Payment Term: _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pcs	<b>Pocket Guidelines booklet for Acute Infectious Diarrhea Layout and Design</b> Size: 8.5"x7.25" spread-4.25" x 7.25" folded Stock: Cover-matt coated #140-Inside-Mattcoated#140 Color: Cover-full color-Inside full color Pages: 36 pages+ Cover Finish: Folding/Saddle stitch Others: Plastic laminated on cover one side Process: Offset  <u>Delivery Schedule:</u> 1. Sample layout for proof reading and approval- within 3 days upon receipt of P.O. 2. Submit sample of approved layout- within 3 days 3. Complete delivery within fifteen (15) working days from approval of sample.	18,000	13.00	234,000.00

OFFICE OF THE DIRECTOR  
 RECEIVED  
 SAN LAZARO HOSPITAL  
 DEC 16 2019

SAN LAZARO HOSPITAL  
 FINANCE SERVICE  
 RECEIVED  
 DATE: 12-13-19  
 TIME: 5:03

SAN LAZARO HOSPITAL  
 CHIEF ADMINISTRATIVE OFFICE  
 RECEIVED  
 BY: \_\_\_\_\_  
 DATE: DEC 16 2019

Total Amount in Words: <b>Two Hundred Thirty Four Thousand Pesos Only</b>	<b>234,000.00</b>
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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 on the undelivered items.

Confirmed: *Antonio Obina*  
 Signature over Printed Name of Supplier  
 Date: **June 22 2020**

Very truly yours,  
**EDMUNDO B. LOPEZ, MD, MPH, MHA**  
 Medical Center Chief II

Fund Cluster: **01**  
 Funds Available: \_\_\_\_\_  
**ANGELI JOYCE L. FIGURACION, CPA**  
 Accounting IV

ORS/BURS No.: **02/01/19, 2019, 11, 0012**  
 Date of the ORS/BURS: **11/21/19**  
 Amount: **₱ 234,000**