



**COURT OF TAX APPEALS**  
Agham Rd., North Triangle, Diliman, Quezon City

**PURCHASE ORDER**

|   |                                 |
|---|---------------------------------|
| <b>Supplier :</b> HANAYA STYLE TRADING  | <b>P. O. No. :</b> 2023-11-271  |
| <b>Address :</b> New #3, B2, L3, PH2-A, Sta. Barbara Villas II,<br>Silangan, San Mateo, Rizal | <b>Date :</b> November 17, 2023 |
| <b>Tel. No. :</b> 02-8285-6927  | <b>Mode of Procurement :</b>    |
| <b>TIN :</b> 236-550-124-000  | <b>Small Value Procurement</b>  |
| <b>PRN :</b> 2016-174716  |                                 |

Sir:  
Please furnish this Office the following items subject to the terms and conditions contained herein and in the RFQ No.: 32-2023

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| <b>Place of Delivery :</b> COURT OF TAX APPEALS   | <b>Payment:</b> within seven (7) days upon receipt of goods and demand for payment |
| <b>Date of Delivery :</b> within thirty (30) calendar days upon receipt of Purchase Order |  |

| UNIT  | DESCRIPTION   | QTY. | UNIT COST | TOTAL AMOUNT |
|-------|---|------|-----------|--------------|
| piece | ADVOCACY PLANNER and T-SHIRT (2023 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN)<br>(Technical Specifications as per RFQ No. 32-2023)<br>***Nothing Follows*** | 315  | ₱ 630.00  | ₱ 198,450.00 |

**ONE HUNDRED NINETY-EIGHT THOUSAND FOUR HUNDRED FIFTY PESOS ONLY** ₱ **198,450.00**

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

Moreover, the obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall be only released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all conditions imposed under the contract has been fully met.

Very truly yours,

**ANNE BENITA S. AUSTIN**

Chief Judicial Staff Officer  
Procurement & Property Management Division

To the HoPE / Duly Authorized Representative:

The undersigned members of the Bids and Awards Committee 1 respectfully recommend the approval of the subject procurement:

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| <br><b>ELSIE R. TIAUZON-FORTEZA</b><br>Vice-Chairperson      | <br><b>ATTY. DANILO B. FERNANDO</b><br>Chairperson          | <br><b>ATTY. JESUS P. INOCANDO, JR.</b><br>Regular Member |
| <br><b>ATTY. MA. VICTORIA P. DURAL</b><br>Provisional Member | <br><b>ATTY. CLIFFORD P. TORRALBA</b><br>Provisional Member | <br><b>VICENTE G. CLEMENTE</b><br>Provisional Member      |

It is understood that upon approval by the HoPE / Duly Authorized Representative of this procurement, this Purchase Order shall serve as the contract therefor, and upon conformity by the Supplier herein, the latter agrees to the terms and conditions stated in the Request for Quotation, and to the imposition of the above-stated penalty of the one-tenth (1/10) of one percent (1%) for every day of delay.

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| <b>CONFORME:</b><br><br><b>JAYLORD MUTIA</b> / Nov. 24, 2023<br>Signature over Printed Name of Supplier/Date | <b>APPROVED:</b><br><br><b>ROMAN G. DEL ROSARIO</b><br>Presiding Justice |
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| <b>Fund Cluster:</b> 011 011 01   | <b>ORS/BURS No.:</b> 02-10101-2023-11-1021 |
| <b>Funds Available:</b> ₱ 198,450.00  | <b>Date of the ORS/BURS:</b> NOV 17 2023   |
| <b>AMELITA M. LANDICHO</b><br>Chief Judicial Staff Officer, Accounting Division | <b>Amount :</b> ₱ <u>198,450.00</u>        |