



Republic of the Philippines  
Department of Finance  
**PHILIPPINE TAX ACADEMY**  
Roxas Boulevard corner Pablo Ocampo Sr. Street,  
Manila 1004



**PURCHASE ORDER**  
**PHILIPPINE TAX ACADEMY**  
**Entity Name**

Supplier: ARCOBALENO OFFICE SUPPLIES AND EQUIPMENT TRADING		P.O No.: PO-2025-011			
Address: Bypass Access Rd., Parulan, Plaridel		Date: February 25, 2025			
TIN: 642-658-638-000		Mode of Procurement: NP-53.9 - Small Value Procurement			
Reminder: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: Department of Finance, DOF Bldg., Roxas Blvd., Manila		Delivery Term: Within 15 Calendar Days upon receipt of P.O. or approved sample			
Date of Delivery: Within 15 Calendar Days upon receipt of P.O. or approved sample		Payment Term: Government Terms			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	Procurement of Executive Laptops and Accessories			
	piece	Lot 2: Accessories			
	piece	Wireless Ergonomic Mouse	8	¥1,695.00	¥13,560.00
	piece	USB-C All-in-One Adapter Port	17	¥1,995.00	¥33,915.00
	piece	Laptop Sleeve	8	¥895.00	¥7,160.00
	piece	Digital Pen	14	¥7,195.00	¥100,730.00
		see attached "Technical Specifications" (The T.S. shall form part of the Contract)			
(Total Amount in Words)		One Hundred Fifty-Five Thousand Three Hundred Sixty-Five Pesos		¥155,365.00	
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.					
Conforme:		Very truly yours			
Signature Over Printed Name of the Supplier		GIL S. BELTRAN President			
02/26/25 Date		Signature Over Printed Name of Authorized Official			
Fund Cluster:	01 Regular Agency Fund		ORS/BURS Number: 02-101277-2025-02-00062		
Funds Available:	¥155,365.00		Date of the ORS/BURS: 25 February, 2025		
			Amount: ¥155,365.00		
LILIBETH B. SANTONIA Chief Accountant Head of Accounting Division/Unit					