



Republic of the Philippines
APO PRODUCTION UNIT, INC.
 PIA Building, Visayas Avenue, Brgy. VASRA,
 Quezon City, Metro Manila, Philippines 1128



PURCHASE ORDER NO.: 004494 **Date:** May 24, 2023

Supplier : **RER AIRE CONSTRUCTION SERVICES**
 Blk 2 Lot 1 Queen of Patriarch, Queens Row East Bacoor City, Cavite
 Address : _____
 TIN : **257-216-539**
 Mode of Procurement: **SMALL VALUE PROCUREMENT UNDER SEC 53.9**

PR No. : **2023-3-000331**
 Date : **March 27, 2023**
 Job Order No.: _____

Gentlemen:
 Please furnish this Office the following articles, products, supplies/materials listed below, subject to the terms and conditions contained herein:

Place of Delivery: **APO QUEZON CITY**
 Date of Delivery: **Immediately upon receipt of P.O**

Payment Term: _____
 Delivery Term : _____

Description	Quantity	Unit	Unit Cost	Amount
SERVICES FOR THE OFFICE RENOVATION OF CHAIRMAN AND PRESIDENT'S OFFICE (INCLUDING LABOR AND MATERIALS)		1	₱ LOT	₱ 660,382.80
Scope of Work:				
Civil Works • Demolition Works • Concrete wall and dry wall • Dismantling of existing glass door and relocation to dry wall partition (President's Office)	Painting Works • New Dry Walls • Interior Wall • Affected Areas • Consumables		Payment Terms: • 15% - Advance payment upon receipt of P.O. Commencement: 20-30 days from the date of receipt of Purchase Order • 75% - Progress Billing • 10% - Upon Completion of Project • An amount equivalent to 85% shall be paid upon receipt of complete documents, i.e., billing statement, statement of account, invoices and other pertinent documents	
Carpentry Works • Construction of new dry wall partition (Chairman/Conference Room) • Relocation of existing dry wall partition (President's Office) • Construction of new dry wall to close the area of the removed glass door (President's Office) • Restoration of damaged/affected area • Relocation of door access control • Includes repiping and rewiring	Electrical Works • New outlets for A/C units and relocation of A/C • Rewiring of Affected Areas Others: • Warranty Period is one (1) year. It covers the repair or replacement of the broken unit at their own discretion		Completion: • Forty-five (45) working days upo receipt of confirmed Purchase Order and down payment	

NOTE: This is included in the approved APP for CY 2023
OR: CHAIRMAN'S OFFICE USE

(Total Amount in Words) **SIX HUNDRED SIXTY THOUSAND THREE HUNDRED EIGHTY TWO PESOS & 80/100** ₱ **660,382.80**

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.

Conforme:
FE B. DIMAYUGA
 Purchasing Manager

Signature over Printed Name of Supplier
 Date: May 29, 2023

Very truly yours,
DAISY M. GALVADORES
 Supply Chain Manager

Authorized Official

Prepared by:
JOHN CARLO BATALLA

Funds Available:
KRISTINE A. BALUYOT
 Chief Accountant

Approved by:
JAIME H. ALDABA, JR
 EVP & General Manager