



SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER

SEAFDEC Aquaculture Department

Brgy. Buyu-an, Tigbauan 5021 Iloilo, Philippines

COMMODITY ORDER FORM

STATION: _____

DATE: _____

NO. _____

I. (To be accomplished by the Buyer)

Name of Buyer: _____

Address: _____

Telephone No.: _____

Commodity Ordered: _____ Quantity: _____

Age/Size: _____ Date Needed: _____

II. (To be accomplished by both Study Leader and the Disposal Committee Chairman/Member)

Date and Time of Pick-up: _____

Unit Cost: _____ Packing Materials: _____

Transportation Cost: _____ Freight Cost: _____

Total Cost: _____ Deposit Amount: _____

Official Receipt Number: _____ Payment Date: _____

Note: (In cases where disposal happens during weekends or beyond office hours)

Mr./Ms. _____ will pay the cost of the product upon release of the products on _____. In case the buyer fails to pay the amount, the undersigned will pay the said amount to SEAFDEC/AQD.

Printed Name & Signature of Guarantor

Recommended by:

Approved by:

Noted by:

Study Leader/Hatchery In-Charge

Station or Section or Division Head

By-Products Disposal Committee

Project Code: _____

*** (To be accomplished in 5 copies)

Copy Distribution: 1-Buyer, 2- BDC, 3-Cashiering, 4- Audit, 5-Guard

AO No.50 Series of 2020-DDB

TERMS AND CONDITIONS OF SALE

1. The commodities are sold in good condition. SEAFDEC/AQD shall provide a 3% allowance for mortality.
2. The commodities are by-products of SEAFDEC/AQD's activities and are not primarily for profit.
3. The buyer agrees to allow SEAFDEC/AQD researchers access to production data from purchased commodities.
4. Commodities to be purchased are to be picked-up by the Buyer at Tigbauan Main Station, Tigbauan, Iloilo, Dumangas Brackishwater Station, Punta Pulao, Dumangas, Iloilo, Igang Marine Station, Nueva Valencia, Guimaras, or Binangonan Freshwater Station, Binangonan, Rizal, whichever is applicable. Buyers shall shoulder the transport and packaging materials unless provided by the buyer. However, if the buyer opts to have it delivered, the buyer shall provide all incidental expenses including cost of transportation, transport materials and accommodations.
5. Payment of the total cost of commodity must be paid when accomplishing this order form.
6. SEAFDEC/AQD, its officers and employees, shall not be held responsible for whatever consequences of obligation arising from this purchase.
7. Failure to comply with this condition shall disqualify said buyer to file another order.

CONFORME:

Printed Name & Signature of Buyer

AO No. 50 Series of 2020-DDB