



PURCHASE ORDER

Supplier **DELNOR MARKETING**
Address 198 Morada St., Lipa City, Batangas
Tel./Fax No. 756-2730
Supplier Registered with:

PO No. **12-03-02**
Date March 2, 2012
Terms of Payment on account
Mode of Procurement LOCAL SHOPPING

Please deliver to this office within **10 days** from receipt hereof the following:

NO	QTY.	UNIT	ITEM DESCRIPTION	UNIT	TOTAL
1	433	PCS	BALLPOINT PEN, Fine point, Black	3.80	1,645.40
2	62	PCS	BALLPOINT PEN, Fine point, Violet	4.50	279.00
3	101	PCS	BALLPOINT PEN, Fine Point, Blue	3.80	383.80
4	50	PCS	BALLPOINT PEN, Fine point, Green	4.50	225.00
5	83	PCS	BALLPOINT PEN, Fine point, Red	3.80	315.40
6	1	BX	CONTINUOUS FORM (11x 14 7/8) 2 PLY 70 gsm, bond 20	1,160.00	1,160.00
7	121	PCS	CORRECTION TAPE 10mm X 633	18.00	2,178.00
8	30	BTLS	GLUE , multipurpose 130 gms	38.00	1,140.00
9	1	PC	PUNCHER, HEAVY DUTY with 2 holes	160.00	160.00
10	5	BXS	RUBBERBAND, big 18" transparent	170.00	850.00
11	8	PCS	STAPLER WITH REMOVER, heavy duty, standard size	230.00	1,840.00
12	12	PCS	BALLPOINT PEN w/ STAND/ HOLDER	28.00	336.00
13	1	PC	INK CARTRIDGE for EPSON PRINTER TX100 Black (91N)	320.00	320.00
14	1	PC	INK CARTRIDGE for EPSON PRINTER TX100 Colored (73N) yellow	450.00	450.00
15	1	PC	INK CARTRIDGE for EPSON PRINTER TX100 Colored (73N) cyan	450.00	450.00
16	1	PC	INK CARTRIDGE for EPSON PRINTER TX100 Colored (73N) magenta	450.00	450.00
17	2	CART	TONER CARTRIDGE for HP PRINTER 1505 (Q36A)	3,360.00	6,720.00
18	5	CART	TONER CARTRIDGE for CANON MF435d (Fx9s)	3,750.00	18,750.00
			nothing follows	TOTAL	37,652.60
			Supplies for January to February 2012		
			Less: WVAT 5%	1,882.63	
			EVAT 1%	376.53	2,259.16
			reference: Consolidated RIV for January to February 2012		
TOTAL					35,393.44

Conditions:

1. The agency shall impose penalty in an amount equivalent to 1/10 percent of the total value of undelivered order for each day of the delay as liquidated damages.
2. Render your bills in triplicate copies including the original.
3. If the date of receipt of the P.O. by the dealer is not indicated, it shall be deemed on the 10th working day from the date of the approval of the P.O.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

Funds available in the amount of **P 37,652.60**

CATALINA R. AMATUS
Fiscal Controller IV

ARACELI J. LAINEZ
Division Chief IV - MSD
APPROVED:

PAOLO JOHANN C. PEREZ
Regional Vice President
Date Approved: MARCH 7, 2012

CONFORME:

Received copy of P.O. on _____
By _____

Printed Name and Signature