

## PURCHASE ORDER

Supplier **Maileen Merchandising**  
 Address **Valencia St, Puerto Princesa City**  
 Tel./Fax No. **433-2103**  
 Supplier Registered with:

PO No. **12-09-07**  
 Date **September 6, 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 PRICE	TOTAL AMOUNT
1	10	cart	RIBBON for EPSON LQ 2070/2080/2180 and FX2180 printer	970.00	9,700.00
2	4	cart	INK CARTRIDGE for HP Laserjet HPV40 (C6615A)	1,500.00	6,000.00
3	3	cart	INK CARTRIDGE for HP Laserjet HPV40 (C6578A)	1,750.00	5,250.00
4	4	cart	TONER CARTRIDGE for HP Laser Jet P2035 Printer	4,900.00	19,600.00
5	4	box	RUBBER BAND-Small	20.00	80.00
6	9	pcs.	SIGNPEN-0.7mm, Black, gel type <i>MY GEL</i>	21.00	189.00
7	4	pcs	STAPLE WIRE REMOVER - Standard twin jaws	9.00	36.00
8	9	packs	JANITORIAL-Cleanser Powder, 350 grams <i>ARIEL 350gms</i>	38.00	342.00
9	3	pckts	BATTERY-Alkaline, size AA, 2pcs/packet <i>ENERGIZER</i>	60.00	180.00
10	4	pckts	BATTERY-Alkaline, size AAA, 2pcs/packet	60.00	240.00
11	3	bxes	CONTINUOUS FORMS-11 x 10-5/8, 1 PLY, PLAIN, 70 gsm, 100	865.00	2,595.00
12	10	btls	CORRECTION FLUID-Waterbased, white, opaque, 15ml/bottle <i>Windex</i>	32.00	320.00
13	1	pad	DTR-White (CS Form No. 48)	15.00	15.00
14	2	boxes	FASTENER-Metal and plastic combination, 2 pc-clip, 70MM, 50	27.00	54.00
15	70	pcs	FOLDER-Pressboard, plain, for legal size papers/documents	9.00	630.00
16	7	btls	GLUE-White, 130 grams <i>ELMER'S</i>	45.00	315.00
17	9	pcs	MARKER-Permanent pen, Black, broad tip, non-toxic <i>PILOT</i>	35.00	315.00
18	8	pcs	MARKER-Whiteboard, Black <i>PILOT</i>	53.00	424.00
			<b>**nothing follows**</b>	<b>TOTAL</b>	<b>46,285.00</b>
			for Palawan Service Office		
			3RD QUARTER SUPPLIES		
			Less: WVAT 5%	2,314.25	
			EVAT 1%	462.85	
					<b>2777.10</b>
			reference: RIV # PSO-12-05-079 dated May 7, 2012		
<b>TOTAL</b>			Consolidated RIV for July and September 2012		<b>43,507.90</b>

## 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.

Funds available in the amount of **P 46,285.00**

*Catalina R. Amatus*  
**CATALINA R. AMATUS**  
 Fiscal Controller IV

Very truly yours,

*Araceli J. Lainez*  
**ARACELI J. LAINEZ**  
 Division Chief IV - MSD

APPROVED:

*Paolo Johann C. Perez*  
**PAOLO JOHANN C. PEREZ**  
 Regional Vice-President  
 Date Approved: *9/17/12*

Received copy of P.O. on *9/24/12*

By *HELETA*

CONFORME:

*Emy Delos Angeles*  
**EMY DELOS ANGELES**  
 Printed Name/Signature of Supplier/Representative

Date: *9/27/12*