

PURCHASE ORDER

160 07 06 1

Terms of Payment: 30 days
Mode of Procurement: Local Shopping

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	75	box	Continuous paper 11 x 10 5/8 2 ply	740.00	55,500.00
	1	box	Continuous paper 11 x 14 7/8 1 ply	740.00	400.00
	1,419	pcs	Short Brown envelope	0.85	1,206.15
	11	box	Mailing Envelope White Legal	186.00	2,046.00
	122	box	Envelope Mailing Window, Legal , White	285.00	34,770.00
	255	pcs	Folder, White , Short	2.74	698.70
	3	box	Fax Film for Panasonic Fax Machine KX-FA93/KX-FA57	510.00	1,530.00
	12	reams	Parchment Paper A4	880.00	10,560.00
	141	pcs	Pencil with lead eraser	4.90	690.90
	57	roll	Tape Packaging	20.00	1,140.00
					108,547.75
					108,547.75

BUDGET SECTION

OBJ 774-10 AMT 108,547.75

TOTAL 108,547.75

Approved by: _____ 7-19

JOSETTE E. BACALSO, FC IV
DESIGNATED BUDGET OFFICER

1. The agency shall impose penalty in an amount equivalent to 1/10 of 1 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 received on the 10th day from the date of the approval of the P.O.
4. For the ~~imported~~ items, **IMPORTATION DOCUMENTS** specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

108. 147.75

Atty. Gerardo S. Ortiz
Division Chief IV - MSD

PR No. 16-06472, June 9, 2016
Requested by: Nellie Marie C.Banzon , AO IV

WILLIAM O. CHAVEZ
Regional Vice President

Received copy of P.O. on: 7.12.16
By: _____

CONFORME:

Printed Name & Signature
of Supplier/Representative