

# PURCHASE ORDER

Please deliver to this Office within **seven(7)** working days from receipt hereof the following:

16 - 12 - 1744

[illegible]

1. The Agency shall impose penalty in an amount equivalent to 1/10 of one (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 the receipt of the Purchase Order by the supplier is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order; and
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

**ALLANODEN A. MACARIMBANG**  
Chief, Management Services Division

Received this P.O. Copy on: \_\_\_\_\_  
by: \_\_\_\_\_

**Conform:**

**Name & Signature of Supplier/Representative**