

Supplier : KIM GUAN
Address : ILIGAN CITY
Tel./Fax : _____
IV No. : TLH10-010-2016,B-011-16,283-16,337-16,381-16,386-16,PR-036-16, & PR-036-16
Date : Jan. 20, Feb 08, May 04, June 23, Aug. 01, 05, & 15

Purchase Order No. : 16-176
Date : 19-Oct-16
Terms of Payment : _____
Mode of Procurement : Local Shopping

16-12-2346

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

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
9	roll	ADHESIVE TAPE Size 1" , double sided without foam	30.00	270.00
2	pcs	TAPE DISPENSER Heavy duty for 24mm (1) width	90.00	180.00
		transparent tape		
72	pcs	ENVELOPE Documentary, for A4 size paper, SHORT SIZE	1.25	90.00
1	pc	CORKBOARD wall type with frame 18x24	450.00	450.00
1	pack	INDEX CARD ruled both side 3x5/pack , 100s	19.50	19.50
8	pack	PHOTO PAPER Glossy 10s, A4, 20s	75.00	600.00
3	pcs	ERASER rubber for engineers	15.00	45.00
40	pcs	NOTEBOOK Stenographer's, GSP bond, 40 leaves, ruled	9.50	380.00
4	btl	GLUE White, 130 grams, ELMERS GLUE	38.00	152.00
8	pcs	PENCIL Lead with eraser, medium size	4.50	36.00
9	box	PUSH PIN Hammer head type, assorted colors	25.00	225.00
42	pcs	SIGN PEN High tech pen, Black	49.95	2,097.90
1	pack	BATTERY Alkaline, size AAA. 2 pcs/packet	90.00	90.00
4	pcs	BOOKENDS STEEL, big	95.00	380.00
1	pc	CLIPBOARD for legal size document	95.00	95.00
4	pcs	FOLDER metal ring binder long 2 hole arc file	225.00	900.00
20	pcs	FOLDER PLASTIC, legal	10.50	210.00
28	pcs	FOLDER sliding, transparent short	6.00	168.00
3	jar	GLUE All purpose, in jar w/ applicator, min. of 200 grams	29.95	89.85
20	ream	PAPER BOOK, short, s-20	130.00	2,600.00
XXXXXXXXXXNO THING FOLLOWS XXXXXXXXXXXXXXXX				
TOTAL				9,078.25

Conditions:

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;

Render your bills in triplicate copies including the original;

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

For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

Funds available in the amount of : P 9,078.25

Very truly yours,

SORAYAH M. SHARIEF-TABAO
FISCAL CONTROLLER IV
Head, Fund Management Section

ALLAN ODEN A. MACARIMBANG
Chief, Management Services Division

Atty. KHALIQUZZAMAN M. MACABATO, CPA, CSEE
Regional Vice-President

Received this P.O. Copy on: _____
by: _____

Conform:

Name & Signature of Supplier/Representative