

Supplier : **CROWN PAPER & STATIONER**  
 Address : **ILIGAN CITY**  
 Tel/Fax : \_\_\_\_\_  
 RIV No. : **E-010-17**  
 Date : **6/14/2017**

Purchase Order No. : **011-17-EP**  
 Date : **22-Jun-17**  
 Terms of Payment : \_\_\_\_\_  
 Mode of Procurement : **Emergency Purchase**

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	6	pcs	Calculator , CASIO , 12-DIGITS	595.00	3,570.00
	6	pcs	Stapler <b>KWTRIO</b>	295.00	1,770.00
	10	box	Rubberband, large	165.00	1,650.00
	35	pcs	Steno Notebook	16.95	593.25
	3	pcs	Stamp pad	45.00	135.00
	3	pcs	Tape dispenser	95.00	285.00
	10	roll	Scotch Tape, 1"	15.00	150.00
	13	box	Staplewire	35.00	455.00
	15	pcs	Correction Tape	32.50	487.50
	5	roll	Masking Tape 1"	30.00	150.00
	9	pcs	Filing box, Legal	95.00	855.00
	4	btl	Rubbing Alcohol, ISOPRPHYL, 70%, 500ml. GREENCROSS	75.00	300.00
	2	roll	Tissue paper, JOY, 2-PLY	13.50	27.00
	2	pcs	Mouse pad	32.50	65.00
	15	reams	Bondpaper, A4, OFFICE PRO	165.00	2,475.00
	50	pcs	Brown Envelope, short	1.50	75.00
	2	pcs	Whiteboard Marker, Blue	55.00	110.00
	3	roll	Transparent Tape 2"	45.00	135.00
	5	pcs	Recordbook/Logbook 300 pages	46.00	230.00
	4	pcs	Dataman box	550.00	2,200.00
			xxxxxxNOTHING FOLLOWSxxxxxxx		
<b>TOTAL</b>					<b>15,717.75</b>

**Conditions:**

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 dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order.
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

Funds available in the amount of: 15,717.75

Very truly yours,

**SORAYAH M. SHARIEF-TABAO**

Head, Fund Management Section

Approved:

**Atty. KHALIUZZAMAN M. MACABATO, CPA, CSEE**

Regional Vice-President

**ALLAN ODEN A. MACARIMBANG**

Chief, Management Services Division

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

Conform:

Name and Signature of