

Supplier	:	CROWN PAPER & STATIONER
Address	:	ILIGAN CITY
Tel/Fax	:	
RIV No.	:	E-013-17
Date	:	6/14/2017

17-09-0242

Name and Signature of
Supplier/Representative

PURCHASE ORDER

Supplier : CROWN PAPER & STATIONER
 Address : ILIGAN CITY
 Tel/Fax : _____
 RIV No. : E-013-17
 Date : 6/14/2017

Purchase Order No. : 013-17-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
	85	pcs	Ballpen, TITUS	4.50	382.50
	8	pcs	Signpen, Black, ENERGEL 0.5mm	25.00	200.00
	58	pcs	Signpen, Blue, ENERGEL 0.5mm	25.00	1,450.00
	51	box	Staplewire #35	35.00	1,785.00
	43	pcs	Sticknote pad 3x4	19.50	838.50
	24	box	Rubberband, big	165.00	3,960.00
	52	pcs	Correction tape	29.50	1,534.00
	11	reams	Bondpaper, long , PAPER ONE	175.00	1,925.00
	26	pcs	Recordbook, 300 pages	49.50	1,287.00
	10	pcs	Recordbook, 500 pages	69.50	695.00
	2	pcs	Whiteboard , 2x4	750.00	1,500.00
	26	pcs	Stapler with remover	150.00	3,900.00
	3	pcs	Stapler #35, KW-TRIO 5320	320.00	960.00
	1	pc	Scissor	55.00	55.00
	12	pcs	Signpen, Red, DONG-A	25.00	300.00
	2	pcs	Stamp pad, Blue	45.00	90.00
	2	box	Rubberband, small	25.00	50.00
	7	reams	Bodnpaper, A4, PAPER ONE	165.00	1,155.00
	10	pcs	Expanded Envelope	12.50	125.00
	6	pcs	Sticknote pad 3x3	30.00	180.00
	3	pcs	Sticknote pad 3x5	42.00	126.00
PAGE 1 OF 3					
T O T A L					22,498.00

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: 22,498.00 (P81)

Very truly yours,

SORAYAH M. SHARIEF-TABAO
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

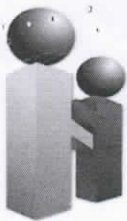
Approved:

Att'y. KHALIUZZAMAN M. MACABATO, CPA, CSEE
 Regional Vice-President

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

Conform:

Name and Signature of



PURCHASE ORDER

Supplier : CROWN PAPER & STATIONER
Address : ILIGAN CITY
Tel/Fax : _____
RIV No. : E-013-17
Date : 6/14/2017

Purchase Order No. : 013-17-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:

17-09-0212

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	5	btl	Alcohol, GREEN CROSS, 70%, 500ml.	75.00	375.00
	2	box	Paper clip, small	7.50	15.00
	2	box	Paper clip, big	22.00	44.00
	6	box	Bulldog clip	5.50	33.00
	1	pc	Puncher	350.00	350.00
	10	pcs	Expanding folder	19.50	195.00
	3	pcs	Ballpen, Blue , TITUS	4.50	13.50
	3	pcs	Ballpen, Black , TITUS	4.50	13.50
	1	box	Paper Fastener	35.00	35.00
	2	roll	Scotch tape	15.00	30.00
	2	roll	Packaging tape	45.00	90.00
	26	pcs	Dataman box	550.00	14,300.00
	1	pc	Scissor	55.00	55.00
	1	pc	Filing box	95.00	95.00
	1	box	Paper clip	22.00	22.00
	1	pad	Post it Flag	45.00	45.00
	1	pad	Post it note	42.00	42.00
	10	pcs	Envelope Brown, long	2.00	20.00
	10	pcs	Envelope Brown, short	1.50	15.00
	14	pcs	ID Lamination with cord	41.50	581.00
			xxxxxNOTHING FOLLOWSxxxxxxxxxx		
PAGE 2 OF 3					
TOTAL					16,369.00

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: ₱ 16,369.00

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

Attv. KHALIUZZAMAN M. MACABATO, CPA, CSEE
Regional Vice-President

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

Conform:

Name and Signature of
Supplier/Representative