

PURCHASE ORDER

Supplier	: CROWN PAPER & STATIONER
Address	: AGUINALDO ST. ILIGAN CITY
Tel/Fax	:
RIV No.	: E182-17,E203-17,243-17, 222-17&226-17
Date	: Sept.14, 2017 , Oct. 3, 2017 & Nov. 15, 2017

Purchase Order No. : 159-17EPD
Date : 11-29-2017
Terms of Payment : _____
Mode of Procurement : _____

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	1	LOT	RIZOGRAPH COPY 1 SIDED PRINT 500'S		-
					-
	7	reams	LONG BOND PAPER S-20 1 Certificate of Appearance	295.00	2,065.00
			1 Certificate of Appearance(PHIC)		-
			1 DV form		-
			2 DTCE		-
			2 ALA		-
	73	reams	A4 SIZE BOND PAPER S-20 65 REAMS PMRF FORMS	285.00	20,805.00
			ICTC AND		-
			1 RER FORMS		-
			2 CLIENT FEEDBACK FORM		-
			2 ER2 Forms		-
			2 Payment sliP		-
	3	reams	SHORT BOND PAPER S-20 ITINERARY OF TRAVEL	275.00	825.00
			2 OBS FORM		-
	12	reams	LONG BOND PAPER S-20 Back to Back copy	415.00	4,980.00
			BIR 2306/2307 Back to Back		-
			XXXX NOTHING FOLLOWS XXXXXX		
T O T A L					28,675.00

1

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: 120,000

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

Atty. KHALIOUZZAMAN M. MACABATO, CPA, CSEE

Regional Vice-President