		4/6/0015		
PR No.	:	LHIO-S-17-30	Mode of Procuremen:	LOCAL SHOPPING
Tel/Fax	:		Terms of Payment :	
Address	:	ILIGAN CITY	Date :	29-Nov-17
Supplier	:	KIM GUAN	Purchase Order No. :	169-17EP

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUN
	4	pcs	SIGN PEN Black, Liquid / Gel, 0.5mm, needle tip, MY GEL	20.00	80.00
	8	box	PENCIL Lead with eraser, T Brand	54.00	432.00
	12	box	PAPER CLIP 32mm, small, WELLS	7.50	90.00
	10	pcs	BALLPOINT PEN Fine point, Black, CIELO	3.50	35.00
	5	pcs	BALLPOINT PEN Fine point, Red, CIELO	3.50	17.50
	20	box	FASTENER Metal and plastic combination	30.00	600.00
	20	box	STAPLE WIRE For Standard Stapler, Model 26/6, # 35JOY	25.00	500.00
	4	box	ENVELOPE Expanding, kraft board, LEGAL	10.50	42.00
			xxxxxNOTHING FOLLOWSxxxxxxxxx		
	-			0-12/11	
				,	
		-			
			TOTAL		1,796.50

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 show ax receipts, should be submitted by the supplier	wing the condition, serial numbers of the equipment purchased, and
Funds available in the amount of: 1,796.40.	Very truly yours,
SORAYAH M. SHARIEF-TABAO Head, Fund Management Section Approved:	ALLANODEN A. MACARIMBANG Chief, Management Services Division
Atty. KHALIQUZZAMA	AN M. MACABATO, CPA, CSEE

Regional Vice-President

Conform: Received this P.O. Copy on: Name and Signature of