

PURCHASE ORDER

Supplier	:	IVORY PRINTING & PUBLISHING HOUSE
Address	:	ILIGAN CITY
Tel/Fax	:	
PR No.	:	E311-17
Date	:	12/15/2017

Purchase Order No. :	230-17EP
Date :	15-Dec-17
Terms of Payment :	
Mode of Procurement :	NP/SVP

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	1500	sets	2018 CORPORATE CALENDAR	145.00	217,500.00
			WALL/POSTER , 22"x34" multicolored		
			13 sheets bookpaper , thick 80lbs w/ clip		
			SEE ATTACHED LAYOUT/DESIGN		
			xxxxxxNOTHING FOLLOWSxxxxxxxxxxx		
T O T A L					217,500.00

Conditions:

- 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: 217,500.00.

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

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

Conform:

MATHEW STANLEY
Name and Signature of _____