

PURCHASE ORDER

Supplier : KIM GUAN

Address : ILIGAN CITY

Tel/Fax : _____

PR No. : 053-18

Date : 1/16/2018

Purchase Order No. : 18-0147
Date : Feb - 13, 2018
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
1	7	pcs	Notebook Stenographer's GSP bond, 40 leaves	9.50	66.50
2	6	pcs	Ballpoint Pen, Fine Point, Black CELLO	3.50	21.00
3	6	pcs	Ballpoint Pen, Fine Point, Blue CWLLO	3.50	21.00
4	1	pc	Tape Dispenser, HD for 1 width tape	75.00	75.00
5	1	pc	Puncher HD w/ 2 hole guide	140.00	140.00
6	2	pad	Post It Flags, standard flags	37.50	75.00
7	1	box	Paper Clip Backfold 19mm all metal	18.00	18.00
8	1	box	Paper Clip Backfold 32mm all metal	33.00	33.00
9	1	box	Fastener Metal & Plastic combination	30.00	30.00
10	1	pc	Desk Tray Document Filing, 3 layers	395.00	395.00
11	1	box	Envelope Documentary for legal size	800.00	800.00
12	3	pad	Post It Flag, small (sign here)	37.50	112.50
XXXXXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXX					
T O T A L					1,787.00

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: 1787.00

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: _____

Conform: