Cell Phone No. 09285071910; Fax No. 09209372263

## **PURCHASE ORDER**

KIM GUAN Supplier ILIGAN CITY Address Tel/Fax () QQ3-18 PR No. 1/18/2019 Date

Purchase Order No. Date

Terms of Payment

Mode of Procuremen;

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

18-07-0177

OTV/	UNIT	I TEM DESCRIPTION	UNIT PRICE	TOTAL AMOUN
QIV.			295.00	295.00
1	_	Post It Multiplor standard	37.50	300.00
8	pads		140.00	140.00
11		The last board level size w/ string	1050 14	(20,050)
/1/		Expanding Envelope, kraft board, legal size w/ string	75.00	150.0
/2	pcs	Tope Dispenser, (1)		
- 303	XXXX	mithing follows XXXXX		
		(a)		
437				
		· · · · · · · · · · · · · · · · · · ·		
				ALC: NA
7831				
				/
				1920
	QTY.	1 pc 8 pads 1 pc 1 box 2 pcs	pc Pencil Sharpener, single cutterhead w/ metal clamp  8 pads Post It Multcolor, standard  1 pc Puncher HD w/ two hole guide  1 box Expanding Envelope, kraft board, legal size w/ string  2 pcs Tape Dispenser Hb  XXXX WHAY FILMS XXXXX	pe Pepcil Sharpener, single cutterhead w/ metal clamp  8 pads Post It Multcolor, standard  120,00  1 pc Pungher HD w/ two hole guide  1 post Expanding Envelope, kraft board, legal size w/ string  2 pes Type Dispenser, the  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:

Very truly yours,

Head, Fund Management Section

Approved:

ANODEN A. MACARIMBANG Chief, Management Services Division

Regional Vice-President

Conform: