

PURCHASE ORDER

Supplier : KIM GUAN
Address : ILIGAN CITY
Tel/Fax : _____
PR No. : 066-18
Date : 1/17/2019

Purchase Order No. : 18-026
Date : 25/2/18
Terms of Payment : ✓
Mode of Procurement : Local Shopping NP/SP/MP

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	3	box	Binder Clip, small size	✓ 18.00	✓ 54.00
2	10	pcs	Box for storage, DATAMAN	✓ 125.00	✓ 1,250.00
3	1	pc	Paste Roll On	✓ 9.50	✓ 9.50
4	5	pcs	Notebook, Stenographers, GSP	✓ 9.50	✓ 47.50
5	2	boxes	Envelope Expanding, kraft board, w/ smooth surface	✓ 1,050.00	✓ 2,100.00
6	2	boxes	Envelope Documentary for legal size documents	✓ 800.00	✓ 1,600.00
7	1	pc	Puncher HD w/ two hole	✓ 140.00	✓ 140.00
8	1	pack	Sticker Paper A4 10pcs/pack, white	✓ 45.00	✓ 45.00
10	1	box	Tape Dispenser HD	✓ 75.00	✓ 75.00
11	2	pcs	Ruler, Plastic 12"	✓ 5.50	✓ 11.00
12	1	box	Push Pin Hammered Head type	✓ 25.00	✓ 25.00
13	8	pcs	Ballpoint Pen Fine Point, Black, CELLO	✓ 3.50	✓ 28.00
14	12	pcs	Ballpoint Pen Fine Point, Blue, CELLO	✓ 3.50	✓ 42.00
15	2	pcs	Ballpoint Pen Fine Point, Red, CELLO	✓ 3.50	✓ 7.00
XXXXXXXXXXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXXX					
T O T A L					✓ 5,434.00


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: 5,434.60

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

 3/18
ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

Atty. KHALIUZZAMAN M. MACABATO, CPA, CSEE
Regional Vice-President

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

Conform: