

Date : MARCH 5, 2018
 Terms of Payment : _____
 Mode of Procurement : NP/SVP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	4	pcs	Tape Dispenser, HD for 24mm w/ transparent tape width tape	75.00	300.00
2	24	boxes	Push Pin, Hammer Head Type asstd colors	25.00	600.00
3	13	pcs	Fastener, metal and plastic combination 2 pc clip	30.00	390.00
5	29	pad	Stick On Note Pad, 50mmX76mm, 70 gsm	29.50	855.50
6	15	pack	Sticker paper A4, 10 pcs/pack	45.00	675.00
7	5	pack	Photopaper, glossy A4, 20s/pack	75.00	375.00
8	6	pcs	Clipboard, A4 size documents	79.95	479.70
9	3	pcs	Document Folder, leatherette w/ zipper 12x8.5	69.95	209.85
10	50	pcs	Notebook Stenographers gsp bond, 40 leaves	9.50	475.00
11	20	pcs	Ballpoint Pen Fine popint, black, CELLO	3.50	70.00
12	26	pcs	Ballpoint Pen Fine popint, blue, CELLO	3.50	91.00
13	20	pcs	Ballpoint Pen Fine popint, red, CELLO	3.50	70.00
14	9	boxes	Envelope Expanding, Kraft Board, w/ smooth surface size 380mmx250mm	1,050.00	9,450.00
XXXXXXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXXXX					
T O T A L					14,041.05

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

Very truly yours,

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

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

Conform:

Name and Signature of _____