

# PURCHASE ORDER

Supplier : **CROWN PAPER & STATIONER**

Address : **ILIGAN CITY**

Tel/Fax :

PR No. : **088-18 102-18**

Date : **1/18/2019**

Purchase Order No. : **18-029**  
 Date : **MARCH 5, 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	1	pc	Stapler, long throat, HD model max 35L, KW-TRIO	1,150.00	1,150.00
2	7	reams	Paper Parchment paper, A4 size	275.00	1,925.00
3	2	pcs	INK for stamp pad w/ applicator, color black	18.00	36.00
4	1	box	Pencil Lead w/ eraser, medium size, MONGOL	78.00	78.00
5	12	pcs	Stapler w/ remover, HD No. 35	175.00	2,100.00
6	2	pcs	Cork Board, wall mounted, 4x3 w/ aluminum frame	2,250.00	4,500.00
7	1	set	Marker, Fluorescent, flat, chisel point, assrted colors, 3pcs set	96.00	96.00
8	1	pc	Puncher, HD w/ 2 hole guide	350.00	350.00
9	19	pcs	Folder Metal Ring Binder, long, 2 hole arc File	175.00	3,325.00
			xxxxxxxxnothing followsxxxxxxxxxxxxxxx		
<b>T O T A L</b>					<b>13,560.00</b>

**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: 356.7

Very truly yours,

**SORAYAH M. SHARIEF-TABAO**  
Head, Fund Management Section

**ALLANODEN A. MACARIMBANG**  
Chief, Management Services Division

Approved:

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

Received this P.O. Copy on: \_\_\_\_\_  
by: \_\_\_\_\_

Conform:

Name and Signature of \_\_\_\_\_