

## PURCHASE ORDER

Supplier : KIM GUAN  
 Address : ILIGAN CITY  
 Tel/Fax : \_\_\_\_\_  
 PR No. : 073-18  
 Date : 1/17/2018

Purchase Order No. : \_\_\_\_\_  
 Date : 02 APR 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	Calculator Scientific, 12 digits, dot matrix, pocket size w/ case	895.00	895.00
2	2	pc		7	7
3	1	box	Envelope Expanding, kraft board w/ smooth surface, for legal size	1,050.00	1,050.00
4	3	box	Fastener Metal and plastic combination, 2pc clip, 70mm	30.00	90.00
5	10	pcs	Ballpoint pen Fine Point, black, CELLO	3.50	35.00
6	21	pcs	Folder Slidein, Transparent A4	5.00	105.00
7	15	pcs	Folder Slidein, Transparent Legal	6.00	90.00
8	6	box	Index Tab Transparent, self adhesive, assorted colors, 5 sets per box	75.00	450.00
9	26	pcs	Coverboard Morocco, asstd colors, A4, SHORT	8.50	221.00
10	1	pc	Pencil Sharpener single cutterhead one hole guide	295.00	295.00
11	12	pads	Post it Flag standard flags	47.50	490.00
12	3	pcs	Puncher HD w/ 2hole guide	140.00	420.00
13	4	box	Push Pin Hammer Head type, asstd color	25.00	100.00
14	4	pcs	Rubberstamp, manual small	29.95	119.80
15	1	pcs	Tape dispenser HD for 24mm	75.00	75.00
16	10	pads	Stick on note pad 76mmx100mm, 3x4	29.50	295.00
17	3	pcs	Stapler Standard, HD	125.00	375.00
18	10	pads	Stick on note pad 2x3	29.50	295.00
19	3	pcs	Stapler Wire Remover, Industrial type	13.50	40.50
	10	pc	Notebook Steno-graphic, 60p bond	9.50	95.00
			xxx nothing follows xxx		
<b>TOTAL</b>					<b>5,996.70</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: 5.4 6321.70

Very truly yours,

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

**ALLAN ODEN A. MACARIMBANG**  
 Chief, Management Services Division

Approved:

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