

PURCHASE ORDER

Supplier	: KIM GUAN
Address	: ILIGAN CITY
Tei/Fax	:
PR No.	: 062-18
Date	: 1/16/2019

Purchase Order No. : 18-049

Date : 4/17/18

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	/6	boxes	Paper Clip Backfold 19mm all metal clamping box length 19mm 9-	/18.00	/108.00
2	/6	pcs	Paper Clip Bulldog, 76mm	/15.00	/90.00
3	/3	pcs	Paste Roll On	/9.50	/28.50
4	/3	pack	Photopaper, glossy A4, 20pcs/pack	/75.00	/225.00
5	/3	pad	Post It Flag, small flags, sign here	/37.50	/112.50
6	/2	pcs	Record Book, 500 pages	/49.95	/99.90
7	/2	pack	Sticker Paper, A4, 0pcs/pack	/45.00	/90.00
8	/3	pad	Stick on Note Pad, 50mmX76mm (2X3)	/29.50	/88.50
9	/3	pcs	Tape Dispenser, HD for 24mm w/ 1 width tranparent Tape	/75.00	/225.00
10	/24	pcs	Ballpoint Pen, Fine Point, black, CELLO	/3.50	/84.00
11	/25	pcs	Ballpoint Pen, Fire Point, blue, CELLO	/3.50	/87.50
12	/3	pcs	Scientific Calculator, 12 digits, dot matrix, pocket size	/895.00	/2,685.00
13	/3	pcs	Document Folder, leatherette w/ zipper	/69.95	/209.85
14	/1	boxes	Envelope, documentary for legal size, kraft 150 gsm	/800.00	/800.00
15	/6	boxes	Fastener, plastic 2p clip 70mm	/30.00	/180.00
16	/3	pads	Memo Pad, 8.5X5.5, 50 lbs, 100 sheets/pad	/60.00	/180.00
17	/3	pcs	Stapler Heavy Duty	/125.00	/375.00
18	/12	pcs	Notebook, Stenographic, 40 leaves, spiral	/9.50	/114.00
19	/3	boxes	Rubberstamp, small	/22.50	/67.50
XXSHIP UNIT					
T O T A L					
				Received by: @ Date: 6/4	/5,850.25

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: 5,850.25

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

Approved:

ALLAN ODEN A. MACARIMBANG
Chief, Management Services Division

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

Received this P.O. Copy on:

Conform: