

# PURCHASE ORDER

18-094

Supplier : KIM GUAN  
 Address : ILIGAN CITY  
 Tel/Fax : \_\_\_\_\_  
 PR No. : 129-18  
 Date : 1/18/2019

Purchase Order No. : \_\_\_\_\_  
 Date : 28 MAY 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	20	pcs	Ballpoint Pen Fine Point Blue, CELLO	3.50	70.00
2	3	pcs	Binderclip Large Size	90.00	270.00
3	22	pcs	Binderclip Small Size	18.00	396.00
4	2	pcs	Data File Box w/ cover	350.00	700.00
5	4	pcs	Data File Folder w/ ring and clear plastic pocket 75	125.00	500.00
6	4	pcs	Desk Tray Document Filing 3 layers	395.00	1,580.00
7	4	pcs	Document Folder Leatherette w/ zipper	69.95	279.80
8	8	box	Fastener metal and plastic combination	30.00	240.00
9	1	box	Envelope Documentary, for legal size	800.00	800.00
10	1	box	Envelope expanding kraft board w/ smooth surface	1,050.00	1,050.00
11	1	box	Envelope mailing white ordinary 500 pcs/box 105mmx241mm	250.00	250.00
12	4	pad	Memo Pad 8.5x5.5 lbs 100 sheets	60.00	240.00
13	8	pcs	Notebook Stenographers Spiral	9.50	76.00
14	2	bundle	Folder Fancy w/ plastic grip asstd bndl colors	475.00	950.00
15	1	pc	Pencil Sharper single cutterhead	395.00	395.00
16	4	pcs	Puncher Heavy Duty	140.00	560.00
17	2	box	Push Pin Hammer Head Type assorted	25.00	50.00
18	4	pcs	Rubberstamp manual small, DATE STAMP	29.95	119.80
TOTAL					8,526.60

## Conditions:

- 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.
- Render your bills in triplicate copies including the original.
- 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.
- 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: 8,526.60

Very truly yours,

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

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

Approved:

**Att. KHALOUZZAMAN M. MACABATO, CPA, CSEE**  
 Regional Vice-President

Conform: