

PURCHASE ORDER

Supplier : CROWN PAPER & STATIONER
Address : ILIGAN CITY
Tel/Fax : _____
PR No. : 129-18
Date : 1/18/2019

Purchase Order No. : 18-095
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	2	pcs	Calculator, CASIO	575.00	1,150.00
2	1	pc	Cork Board Wall Type w/ Frame 18x24	700.00	700.00
3	1	pc	Cutter Heavy Duty Retractable, L500	95.00	95.00
4	1	pc	Dry Seal PhilHealth Logo	2,650.00	2,650.00
5	7	pcs	Folder metal ring binder long 2 hole Arc File	175.00	1,225.00
6	1	set	Marker Flourescenht Flat assorted colors	96.00	96.00
7	1	ream	Parchment Multipurpose legal ream	275.00	275.00
8	2	jar	Paste Solid w/ water well	32.50	65.00
9	1	box	Pencil Lead w/ eraser medium size	78.00	78.00
10	3	pcs	Ring Binder medium plastic assorted colors	27.50	82.50
11	5	pcs	Stapler w/ remover No.35	175.00	875.00
12	4	pad	Stick on Note Pad 2x2	15.00	60.00
14	4	pcs	Tray Desk Tray	750.00	3,000.00
15	1	box	Folder pressboard plain for legal size papers	1,250.00	1,250.00
16	2	pc	Ring binder assorted colors, small	16.50	33.00
17	2	pc	Ring binder large plastic	45.00	90.00
			XXXX Multipurpose Folders XXXX		
			Comptrollership Unit		
			RECEIVED		
			Received by: <u>[Signature]</u> Date: <u>2/1/18</u>		
			PAGE 1 OF 1		
			TOTAL		11,724.50

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: 11,724.50

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

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

Received this P.O. Copy on:

Conform: