

Supplier : KIM GUAN
 Address : ILIGAN CITY
 Tel/Fax : _____
 PR No. : B-022-18
 Date : 01/08/2019

Purchase Order No. : _____
 Date : _____
 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	80	pcs	Ballpoint Pen, Fine Point, Black, CELLO	3.50	280.00
2	20	pcs	Ballpoint Pen, Fine Point, Blue, CELLO	3.50	70.00
3	20	pcs	Ballpoint Pen, Fine Point, Red, CELLO	3.50	70.00
4	15	pcs	Ballpoint Pen, Frontline Ballpen w/ string & stand	25.00	375.00
5	15	Box	Binder Clip, large size	90.00	1,350.00
6	24	Box	Binder Clip, small size	18.00	432.00
7	1	box	Envelope, documentary, for legal size, Kraft 150 gsm, 500	800.00	800.00
8	3	box	Envelope, expanding, 500mmx250mm for legal size docs, 100pcs/box	1,050.00	3,150.00
9	50	box	Fastener, Plastic, 70mm, 50sets/box	30.00	1,500.00
10	1	pc	Glue Gun, Big, Heavy Duty	185.00	185.00
11	5	pcs	Puncher, HD w/ 2 hole guide	140.00	700.00
12	5	box	Push Pin Hammer Head Type, 100/box	25.00	125.00
14	24	box	Rubberband, small	22.50	540.00
15	16	pcs	Ruler, plastic 300mm, transparent	5.50	88.00
16	10	pcs	Staple Wire Remover, industrial Type	13.50	135.00
17	12	pad	Stick On Note Pad, 3x4, 400 sheets/pad	29.50	354.00
18	4	pcs	Tape Dispenser, HD for 24mm tape	75.00	300.00
19	20	roll	Tape, Transparent Size 3, 50M	22.50	450.00
xxx nothing follows xxx					
TOTAL					10,904

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: P 10,904 -

Very truly yours,

SORAYAH M. SHARIEF-TABAO
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

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

Received this P.O. Copy on:
 by: _____

Conform:

Name and Signature of
 Supplier/Representative