alan Boulevard, Marawi City 09285071910; Fax No. 09209372263

## **PURCHASE ORDER**

KIM GUAN pplier

Purchase Order No.

Iligan City

Date

/Fax No.

Terms of Payment

Mode of Procuremen:

NP/SVP

521-18 8/20/2018

lease deliver to this Office within seven (7) working days from receipt hereof the following:

			ITEM DESCRIPTION	UNIT PRICE I	OTAL AMOUNT
NO.	QTY.	UNIT		/ 185.00	<b>370.00</b>
1	12	rms	BOND PAPER A4	200.00	200.00
2	1	rm	BOND PAPER LEGAL .	4.95	99.00
3	20	pcs	CARTOLINA ASSORTED	45.00	/ 90.00
4	2	packs	STICKER PAPER (Green or Orange)	10.50	/105.00
5	10	pcs	EXPANDING ENVELOPE (Yellow)	50.00	/300.00
6	6	pcs	SCISSORS	6.50	325.00
7	50	pcs	BALLPEN	32.00	192.00
8	6	roll	PAPER TAPE (1 Inch)	44.00	/220.00
9	5	roll	PAPER TAPE (2 Inch)	15.00	/30.00
10	2	roll	MASKING TAPE	420.00	420.00
11	V	box	PERMANENT MARKER (BLUE)	60.00	120.00
12	2	pcs	WHITE BOARD MARKER (BLUE,RED)	2.75	55.00
13	20	pcs	MANILA PAPER	2.13	33.00
13	-	P	XXXXXX Nothing follows XXXXXXXX		
	_				
		-			
			18-12-0065		
	+				
	-			y v	
		-			
			TOTAL		2,526.0

ate

- 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
- 4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and date of the approval of the Purchase Order. tax receipts, should be submitted by the supplier 2.526-

Funds available in the amount of:

Very truly yours

Chief, Management Services Division

Head, Fund Management Section

Approved:

Regional Vice-President