

Purchase Order No. :	18-296
Date :	4-Oct-18
Terms of Payment :	
Mode of Procurement :	LOCAL SHOPPING

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	12 ✓	roll	Adhesive tape size 1", double sided w/ foam	/ 50.00	600.00
2	24 ✓	pcs	BALLPOINT PEN Fine point, Black, UNI	/ 6.50	156.00
3	24 ✓	pcs	BALLPOINT PEN Fine point, Blue, UNI	/ 6.50	156.00
4	24 ✓	pcs	BALLPOINT PEN Fine point, Red, UNI	/ 6.50	156.00
5	6 ✓	jar	GLUE All purpose, in jar w/ applicator, min.of 200 grams	/ 32.50	195.00
6	5 ✓	pad	STICK-ON NOTE PAD 2"x2", assorted colors, AO2	/ 12.50	62.50
7	10 ✓	pad	STICK-ON NOTE PAD (2 x 3), assorted colors, A03	/ 25.00	250.00
			xxxxxxNOTHING FOLLOWSxxxxxxxxxxx		
<b>T O T A L</b>					<b>1,575.50</b>

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

Very truly yours,

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

**DR. SAINTUDDIN M. MOTI**  
Acting Regional Vice President.

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Conform:

Name and Signature of