

# PURCHASE ORDER

Supplier : **KIM GUAN**

Address : **ILIGAN CITY**

Tel/Fax :

PR No. : **295-18**

Date : **4/27/2018**

Purchase Order No. :	18-297
Date :	4-Oct-18
Terms of Payment :	
Mode of Procurement :	LOCAL SHOPPING

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	12 ✓	pcs	NOTEBOOK Stenographer's, 40 leaves, steno	/ 9.50	114.00 /
2					
3	6 ✓	pcs	STAMP PAD FELT 60 MM x 100 MM, metal case	/ 15.00	90.00 /
4	2 ✓	pcs	STAMP PAD FELT Ink Pad for Trodat Printy 2660	/ 49.50	99.00 /
5	6 ✓	roll	TAPE TRANSPARENT, Size: 1	/ 15.00	90.00 /
6	6 ✓	roll	TAPE TRANSPARENT, Size: 2	/ 20.00	120.00 /
7	6 ✓	roll	TAPE TRANSPARENT, Size: 3	/ 15.00	90.00 /
			xxxxxNOTHING FOLLOWSxxxxxxxxxx		-
<b>TOTAL</b>					602.00

**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: 96/-

Very truly yours,

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

Approved

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

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

Received this P.O. Copy on: \_\_\_\_\_  
by: \_\_\_\_\_

Conform: