Supplier		KIM GUAN	Purchase Order No. :	18-315
Address		ILIGAN CITY	Date :	4-Oct-18
Tel/Fax	:		Terms of Payment :	
PR No.	:	467-18	Mode of Procuremer:	local shopping
Date	:	7/18/2018		

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	20	pcs	BALLPOINT PEN frontline ballpen with string and stand	25.00	500.00
2	5	pcs	STAMP PAD FELT 60 MM x 100 MM, metal case	15.00	75.00
3	7/	roll	TAPE TRANSPARENT, Size: 1 (24mm) 50M	15,00	105.00
4	5	roll	TAPE TRANSPARENT, Size: 2 (48mm) 50M	20.00	100.00
5	8	pcs	STAPLER With remover, HD no.35, JOY	225.00	1,800.00
6	3	box	ENVELOPE DOCUMENTARY, For A4 size	650.00	
7	3	pcs	MARKER WHITEBOARD, Black, STABILO	37.50	112.50
8	16	pcs	TAPE DISPENSER, HEAVY DUTY, 1"WIDTH	75.00	1,200.00
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			ТОТАЬ		5,842.50

Conditions:

Received this P.O. Copy on:

- 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.
- 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 sh	hall be deemed received on the 10th working day from the
ate of the approval of the Purchase Order. . For imported items, IMPORTATION DOCUMENTS specifically showing the company of th	condition, serial numbers of the equipment purchased, and
ax receipts, should be submitted by the supplier	Very truly yours,
SORAYAH M. SHARIEF-TABAO Head, Fund Management Section	ALLANODEN A. MACARIMBANG Chief, Management Services Division
Approved: Atty. KHALIQUZZAMAN M. M Regional Vice-P	ACABATO, CPA, CSEE President

Conform:

Name and Signature of Supplier/Representative