

18-261

Purchase Order No. : 10-22-2018  
Date : 10-22-2018  
Terms of Payment : \_\_\_\_\_  
Mode of Procurement : local shopping

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	/ 2	PCS	BALLPOINT PEN Frontline ballpen w/ string and stand	/ 25.00	50.00
2	/ 6	PCS	STAMP PAD FELT, 60mm x 100mm, metal case	/ 15.00	90.00
3	/ 1	PCS	STAMP pad felt, ink pad for trodat printy 2660	/ 49.50	49.50
4	/ 5	PCS	PASTE Roll On	/ 9.50	47.50
5	-	-	-	-	0
6	/ 6	PCS	STAPLER, with remover, HD No. 35 (JOY)	/ 225.00	1,350.00
7	/ 10	ROLL	TAPE TRANSPARENT, Size 3 50M	/ 15.00	150.00
8	/ 10	PCS	NOTEBOOK Stenographers,GSP bond 40 leaves,55gsm(steno)	/ 9.50	95.00
			XXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXX		
<b>T O T A L</b>					1,892.00

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,

**ALLAN ODEN A. MACARIMBANG**  
Chief, Management Services Division

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

Conform:

Name and Signature of \_\_\_\_\_