

Date : 12 DEC 2018

Terms of Payment : _____

Mode of Procurement : local shopping

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	BOX	ENVELOPE DOCUMENTARY A4	650.00	1,300.00
2	5	BOX	FASTENER METAL & PLASTIC COMBINATION (PRINCE)	30.00	150.00
3	9	BOX	BINDER CLIP, Small size, JOY	18.00	162.00
			xxxxxNOTHING FOLLOWSxxxxxxxxxx		
T O T A L					1,612.00

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.

Name and Signature of
Supplier/Representative