

Purchase Order No. : _____
 Date : 12 DEC 2018
 Terms of Payment : _____
 Mode of Procurement : local shopping

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	25	PC	BALLPOINT PEN, Fine point, Black, DIGNO SELFY	6.50	162.50
2	21	PC	BALLPOINT PEN, Fine point, Blue, DIGNO SELFY	6.50	136.50
3	6	BOX	BINDER CLIP, Medium size, JOY	66.00	396.00
4	5	BOX	BINDER CLIP, Large size, JOY	90.00	450.00
			xxxxxNOTHING FOLLOWSxxxxxxxxxx		
T O T A L					1,145.00

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

DR. SAINUDDIN M. MOTI
Ailing Regional Vice President

Conform:

Name and Signature of _____