

Purchase Order No. : 110425
Date : 11 DEC 2018
Terms of Payment : _____
Mode of Procurement : local shopping

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	20	PCS	STICK ON NOTE PAD 2X2" 51MM	12.50	250.00
2	50	PCS	BALLPOINT PEN Fine point, Blue (UNI)	6.50	325.00
3	50	PCS	BALLPOINT PEN Fine point, Black (UNI)	6.50	325.00
4	4	PCS	STICK ON NOTE PAD 2X2"	12.50	50.00
			XXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXX		
T O T A L					950.00

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,

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

DR. SAINUDDIN M. MOTI
Acting Regional Vice President

Conform:

Name and Signature of
Supplier/Representative