

Purchase Order No. 18-482
 Date : 12-18-2018
 Terms of Payment : _____
 Mode of Procurement : NP/SVP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	6 ✓	PCS	BALLPOINT PEN-FINE, BLACK	6.50✓	39.00✓
2	6 ✓	PCS	BALLPOINT PEN-FINE, BLUE	6.50✓	39.00✓
3	1 ✓	PC	STAPLER WITH REMOVER, HD #35	125.00✓	125.00✓
4	2 ✓	PAD	POST IT FLAG STANDARD FLAG	32.50✓	65.00✓
5	1 ✓	BOTTLE	INK FOR STAMP PAD With applicator color black	15.00✓	15.00✓
6	3 ✓	PAD	POST IT FLAG-SIGN HERE	37.50✓	112.50✓
			XXXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXX		
					-
T O T A L					395.50

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

At

Regional Vice-President

Conform:

Name and Signature of
Supplier/Representative