

Purchase Order No. : 19-009  
Date : 02-01-2019  
Terms of Payment : \_\_\_\_\_  
Mode of Procurement : NP/SVP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	6 /	rms	APPLICATION FOR LEAVE (ALA FORM)	/ 320.00	1,920.00 /
2	6 /	rms	DTCF FORM	/ 320.00	1,920.00 /
3	6 /	rms	OFFICIAL BUSINESS SLIP (OBS FORM)	/ 310.00	1,860.00 /
			XXXXXX NOTHING FOLLOWS XXXXX		
<b>T O T A L</b>					<b>5,700.00</b>

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