

PURCHASE ORDER

Supplier : CROWN PAPER & STATIONER
Address : Iligan City
Tel/Fax :
PR No. : 128-19
Date : February 21, 2019

Purchase Order No. : 19-045
Date : 3-28-2019
Terms of Payment :
Mode of Procurement : NP/SVP

Please deliver to this Office within **seven (7)** working days from receipt hereof the following:

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	20	pcs	Ballpoint Pen, Fine Point, Black	6.50	130.00
2	20	pcs	Ballpoint Pen, Fine Point, Blue	6.50	130.00
3	12	pcs	Box, Knockdown boxes, 12x10x15	75.00	900.00
4	6	pcs	Sign Pen, blue,.5mm needle tip	25.00	150.00
XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXX					
T O T A L					1,310.00

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

Funds available in the amount of: 1,310 -

Very truly yours,

ASLINAH D. ASHARY
Head, Fund Management Section


ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

DR. SAINUDDIN M. MOTI
Acting Regional Vice President

Received this P.O. Copy on: _____
by: _____

Conform: