

Purchase Order No. : 19-245
Date : 7-18-2019
Terms of Payment :
Mode of Procurement : Local Shopping

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	5	box	STAPLE WIRE PREMIUM STAPLES 3/8,5000 per box	22.50	112.50
2	10	pcs	NOTEBOOK,Stenographers, GSP bons 40 leaves,spiral 55gsm	9.50	95.00
3	2	roll	TAPE TRANSPARENT, Size 1 24mm, 50m	15.00	30.00
4	21	pcs	SIGN PEN,0.5mm needle tip,blue gel type	22.50	472.50
5	4	box	FASTENER METAL AND PLASTIC combination 2pc/clip	30.00	120.00
			70mm 50sets/box		
6	3	roll	PASTE ROLL ON	10.00	30.00
7	6	pads	POST-IT FLAG,Small flags (Sign here) 1 x1.7	35.00	210.00
8	6	pads	POST-IT FLAGS,Small flags (Eartag)	35.00	210.00
9	5	pcs	SIGN PEN,0.5mm needle tip,blue liquid gel type	22.50	112.50
10	5	pcs	SIGN PEN,0.5mm needle tip,red liquid gel type	22.50	112.50
			XXXXXX NOTHING FOLLOWS XXXXXXXX		67.50
TOTAL					1,905.00

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

Atty. Khaliquezaman M. Macabato, CPA, CSEE
Regional Vice-President

Conform:

Name and Signature of
Supplier/Representative