

Supplier : KIM GUAN
 Address : ILIGAN CITY
 Tel/Fax : _____
 PR No. : 149-19
 Date : 2/27/2019

Purchase Order No. 19-246
 Date : July 29, 2019
 Terms of Payment : _____
 Mode of Procurement : Local Sourcing

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	1	pc	CORRECTION PEN, WATERBASED	95.00	95.00
2	10	boxes	FOLDER PRESSBOARD, PLAIN FOR Legal size papers	395.00	3,950.00
			242mmx 369mm, 100 pcs		
3	15	boxes	PAPER CLIP, 32mm, Vinyl Plastic coated, assorted colors	7.50	112.50
4	3	boxes	PENCIL LEAD with eraser med. Size	54.00	162.00
5	6	boxes	PUSHPIN, Hammer head type, assorted colors 100/box	25.00	150.00
6	14	boxes	RUBBERBAND, Size 18 Transparent	22.50	45.00 345.00
7	24	pcs	Staple wire for industrial	25.00	500.00 600.00
			XXXXXX NOTHING FOLLOWS XXXXXX		
					5,014.50
					5,384.50
TOTAL					

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: ₱5,014.50

Very truly yours,

ASLINAH D. ASHARY
 Head, Fund Management Section

ALLAN ODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

ATTY. K. ALIQUZZAMAN M. MACABATO, CPA, CSEF
 REGIONAL VICE-PRESIDENT

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

Conform:

 Name and Signature of
 Supplier/Representative