


Purchase Order No. : 19-285
Date : 08-02-2019
Terms of Payment : Local Supply
Mode of Procurement : NPSP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	114	pcs	BALLPOINT PEN,FINE POINT Black	6.50	741.00
2	114	pcs	BALLPOINT PEN,FINE POINT Blue	6.50	741.00
3	19	pads	STICK ON NOTEPAD 2x3,50mm x 76mm,assorted colors	29.50	560.50
			XXXXXX NOTHING FOLLOWS XXXXXX		
T O T A L					2,042.50

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

Very truly yours,


ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Atty. KHALIQUEZZAMAN M. MACABATO, CPA, CSEE
Regional Vice-President

Conform:

Name and Signature of
Supplier/Representative