

Supplier : KIM GUAN  
 Address : ILIGAN CITY  
 Tel/Fax : \_\_\_\_\_  
 PR No. : 433-19  
 Date : 10/8/2019

Purchase Order No. : 19-78713  
 Date : 10-11-2019  
 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	30	pcs	CARTOLINA (5 diff. colors)	5.95	178.50
2	3	roll	TRANSPARENT TAPE (1 inch)	25.00	75.00
3	4	roll	PAPER MASKING TAPE (1 INCH)	15.00	60.00
4	3	roll	DOUBLE SIDED TAPE (1 inch) Adhesive tape w/ foam	60.00	180.00
5	5	rms	BOND PAPER A4 S-20	175.00	875.00
6	1	doz	PERMANENT MARKER (BLUE, GREEN, BLACK)	456.00	456.00
7	50	pcs	BALLPOINT PEN Blue	6.95	347.50
8	5	pcs	SCISSORS STAINLESS 8'	50.00	250.00
9	50	pcs	ACETATE (4)	4.50	225.00
10	50	pcs	FOLDER TAGBOARD A4	3.95	197.50
11	6	box	CRAYONS 24/BOX	60.00	360.00
12	6	box	STAPLER #35	125.00	750.00
13	5	pcs	RULERS 12'	6.50	32.50
14	1	pc	WHITE BOARD MARKER	15.00	15.00
15	6	bottle	GLUE	18.00	108.00
16	45	pcs	NOTEBOOK STENOGRAPHERS 40 leaves	19.50	877.50
17	5	pack	COLORED PAPERS (5 colors 25 pcs/pack)	27.50	137.50
18	1	rm	CONSTRUCTION PAPERS A4 Assorted colors	210.00	210.00
19	30	pcs	MANILA PAPER	3.50	105.00
20	3	packs	STICKER PAPER (NEON COLORS) Legal size 10pcs/pack	45.00	135.00
			XXXX NOTHING FOLLOWS XXXXXX		
<b>T O T A L</b>					<b>5,575.00</b>

**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: P 0,575 -

Very truly yours,

**ASLINAH D. ASHARY**  
 Head, Fund Management Section

**ALLANODEN A. MACARIMBANG**  
 Chief, Management Services Division

Approved:

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

Received this P.O. Copy on: \_\_\_\_\_  
 by: \_\_\_\_\_

Conform:

Name and Signature of  
 Supplier/Representative

RECEIVED  
 DATE: 11-8-2019 BY: [Signature]