

Supplier : CROWN PAPER AND STATIONER
Address : ILIGAN CITY
Tel/Fax :
PR No. : 241-19
Date : 5/17/2019

Purchase Order No. : 19-384
Date : Oct. 11, 2019
Terms of Payment : Shopping
Mode of Procurement : N/A

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	2	pcs	MARKER PERMANENT PE, Black/broad tip non-toxic	35.00	70.00
2	10	rms	PAPER MULTICOPY, Legal for laser printer 80gsm s 216mmx330mm	200.00	2,000.00
3	1	box	FOLDER PRESSBOARD, plain for legal size papers/doc.	1,250.00	1,250.00
4	2	pcs	MARKER PERMANENT PEN, BLUE BROAD TIP NON-TOXIC	35.00	70.00
5	2	pcs	MARKER PERMANENT PEN, RED BROAD TIP NON-TOXIC	35.00	70.00
6	27	pcs	FOLDER METAL RING BINDER long 2 hole ARC FILE	175.00	4,725.00
7	1	pc	STAMP PAD FELT, 60mm x 100mm metal case	45.00	45.00
8	5	pcs	SIGN PEN, 0.7 pink gel type	25.00	125.00
			xxxxx nothing follows xxxxxxxx		
TOTAL					8,355.00

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: ₱ 8,355.-

Very truly yours,

ASLINAH D. ASHARY
Head, Fund Management Section

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

Attv. Khaliquzaman M. Macabato, CPA, CSEE
Regional Vice-President

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

Conform:

Name and Signature of
Supplier/Representative