

Address : ILIGAN CITY
Tel/Fax : _____
PR No. : 276-19
Date : 6/19/2019

Purchase Order No. : 19-988
Date : Oct. 11, 2019
Terms of Payment : Chasing
Mode of Procurement : Hand

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	10	box	PAPER CLIP 48mm vinyl/plastic coated assrted.colors 100s/box	17.00	170.00
2	1	box	ENVELOPE LEGAL DOCUMENTS	200.00	200.00
3	10	pcs	TAPE TRANSPARENT SIZE 1	15.00	150.00
4	5	pcs	MARKER PERMANENT BLACK BROAD TIP	38.00	190.00
5	5	pcs	MARKER PERMANENT BLUE BROAD TIP	38.00	190.00
6	10	pcs	MARKER PERMANENT FLOURESCENT,Flat chisel point	30.00	300.00
7			ASSORTED COLORS		
8	60	pcs	FOLDER PRESSBOARD SHORT PLAIN,for letter size	3.50	210.00
			PAPERS/DOC		
			xxxxxxx nothing follows xxxxxxxxxxxx		
TOTAL					1,410.00

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: P 1,415 -

Very truly yours,

ASLINAH D. ASHARY
Head, Fund Management Section

Approved:

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

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

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

Conform:

Name and Signature of
Supplier/Representative