

Purchase Order No. : 19-340  
 Date : 10-11-2019  
 Terms of Payment : Shopping  
 Mode of Procurement : NEBSP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	200	rms	PAPER BOND,Multi purpose, 70gsm,A4 210mm,500sheets/rms	190.00	38,000.00
			s-20/Office pro		
2	100	rms	PAPER BOND,Multi purpose,70gsm,legal,216mm x 330mm,500sht/rm	200.00	20,000.00
			s-20/Office pro		
			XXXXXX NOTHING FOLLOWS XXXXXXXXXXXX		
<b>T O T A L</b>					<b>58,000.00</b>

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,

**ALLAN ODEN A. MACARIMBANG**  
Chief, Management Services Division

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

Conform:

Name and Signature of  
Supplier/Representative