

Purchase Order No. : 19-409  
Date : 11-12-19  
Terms of Payment : \_\_\_\_\_  
Mode of Procurement : NP/SVP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	UNIT	DIGITAL VOICE RECORDER (SONY LCD)	4,900.00	4,900.00
			XXXXXX NOTHING FOLLOWS XXXXXXXX		
T O T A L					4,900.00

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