

Purchase Order No. : 19-487
Date : 11/12/19
Terms of Payment : _____
Mode of Procurement : NP/SVP

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	3	pcs	ERASER,RUBBER FOR ENGINEERS	45.00	135.00
2	5	rms	PAPER BOND,MULTI PURPOSE 70 gsm,legal	195.00	975.00
3	1	box	Rubberband size 18	175.00	175.00
4	3	pcs	STAPLER STANDARD HEAVY DUTY	125.00	375.00
5	1	pc	TAPE DISPENSER,HEAVY DUTY FOR 24mm 1 width transparent	85.00	85.00
6	10	box	PAPER CLIP 32mm vinyl/plastic coated assrtd.colors 100s/box	30.00	300.00
7	10	box	PAPER CLIP 48mm vinyl/plastic coated assrtd.colors 100s/box	17.50	175.00
			XXXXXX NOTHING FOLLOWS XXXXXX		
TOTAL					2,220.00

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

Very truly yours,

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

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

Conform:

Name and Signature of
Supplier/Representative