

Supplier : KIM GUAN
 Address : ILIGAN CITY
 Tel/Fax : _____
 PR No. : 497-19
 Date : 10/31/2019

Purchase Order No. : 9-494
 Date : 11/14/19
 Terms of Payment : _____
 Mode of Procurement : NP/SVP

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 | 30 | pcs | CARTOLINA (5 diff. colors) | 5.95 | 165.00 |
| 2 | 1 | roll | TRANSPARENT TAPE (1 inch) | 16.00 | 16.00 |
| 3 | 2 | roll | PAPER MASKING TAPE (1 INCH) | 39.00 | 78.00 |
| 4 | 1 | roll | DOUBLE SIDED TAPE (1 inch) Adhesive tape w/ foam | 50.00 | 50.00 |
| 5 | 6 | rms | BOND PAPER A4 S-20 | 180.00 | 1,080.00 |
| 6 | 25 | pcs | BALLPOINT PEN Blue | 6.50 | 162.50 |
| 7 | 50 | pcs | ACETATE (4) | 7.50 | 375.00 |
| 8 | 50 | pcs | FOLDER TAGBOARD A4 | 3.95 | 197.50 |
| 9 | 1 | box | PERMANENT MARKER (BLACK) | 456.00 | 456.00 |
| 10 | 25 | pcs | NOTEBOOK STENOGRAPHERS 40 leaves | 18.00 | 450.00 |
| 11 | 30 | pcs | MANILA PAPER | 4.00 | 120.00 |
| 12 | 3 | packs | STICKER PAPER (NEON COLORS) Legal size 10pcs/pack | 45.00 | 135.00 |
| 13 | 100 | box | PAPER FASTENER | 30.00 | 3,000.00 |
| | | | XXXXX NOTHING FOLLOWS XXXXX | | |
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| T O T A L | | | | | 6,285.00 |

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: ₱ 6,285.-

Very truly yours,

*Training
#0 Suppt*
ASLINAH D. ASHARY
 Head, Fund Management Section

11/15
ALLAN ODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

11/20/19
Atty. Khalilquzaman M. Macabato, CPA, CPEE
 Regional Vice-President

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

Conform:

11/15
 Name and Signature of
 Supplier/Representative