Kouzbary Business Complex, New Capitol Heights, Marawi City Cell Phone No. 09285071910; Fax No. 09209372263

PURCHASE ORDER

Supplier :	CROWN PAPER AND STATIONER	Purc
Address	Aguinaldo St., Iligan City	Term
Tel/Fax :	221-3115	Mod
PR No. :	GSU-031-2021	
Date :	3/5/2021 2/6	

hase Order No. ns of Payment

le of Procurement

Please deliver to this Office within seven (7) working days from receipt hereof the following:

TOTAL AMOUNT	UNIT PRICE	- CONTROL			
250.00	/ 50.00	ITEM DESCRIPTION	UNIT	QTY.	NO.
1,189.50	/ 6.50	ADHESIVE TAPE size: 1" double sided with foam	Roll	-5%	11
4,693.00	6.50	BALLPOINT PEN Fine point, Black	Pcs	183	2
570.00	95.00	BALLPOINT PEN Fine point, Blue	Pcs	722	3
975.00	195.00	BINDER EDP BINDER, 11"x14-7/8"	Pcs .	6X	4
750.00	25.00	DATA FILE FOLDER made of chipboard, taglia lock	Pcs	5 X	5
495.00	49.50	CLUE 130 grams	Bottle	30 X	6
1,202.50	18.50	GLUE All purpose in jar with applicator, mn. of 200 grams	Jar	10	7
Cu-8	- 58	NOTEBOOK stenographer's, GSP bond, 40 leaves	Pes	65)	8
885.00	295.00	PENCIL SHARPENER Single cutterhead, one-hole guide, 9-10mm		~	9
360.0	120.00 (20'S)	lin a diameter, manual, mountable type, with metal clamp	Pes	3 /	10
/3,332.0	59.50	PHOTO PAPER Glossy A4, 10s/pack	Pack	083X	11
/300.0	15.00	RECORD BOOK 300 pages	Book	56	12
	10.00	STICK-ON NOTE PAD 2"x2", 51mm x 51mm	Pad	20 3	13
	77	XXX NOTHING FOLLOWS XXX	1		13
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Cond	ant	10	n	S	:

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

tax
tax
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call
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Conform: Received this P.O. Copy on:

Name and Signature of Supplier/Representative