

PURCHASE ORDER

Supplier : KIMGUAN
 Address : ILIGAN CITY
 Tel/Fax :
 PR No. : GSU-075-2021
 Date : 6/29/2021

Purchase Order No. : 2021-091
 Date : 13-Jul-21
 Terms of Payment :
 Mode of Procurement : LOCAL SHOPPING

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	110	pcs	BALLPOINT PEN Fine point, Black TITUS	6.50	715.00
2	241	pcs	BALLPOINT PEN Fine point, Blue TITUS	6.50	1,566.50
3	50	pcs	BALLPOINT PEN Fine point, Red TITUS	6.50	325.00
4	12	packet	BATTERY Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline	36.50	438.00
			/Alkaline, No Mercury and Cadmium, size AA Eveready		
5	2	box	ENVELOPE DOCUMENTARY, for Legal size	850.00	1,700.00
6	1	bottle	GLUE White, 473ml	260.00	260.00
7	25	pcs	GLUE STICK For Small Glue Gun	2.95	73.75
8	2	bottle	INK for stamp pad with applicator, color: Blue JOY	15.00	30.00
9	60	box	PAPER CLIP 32mm, vinyl/plastic coated TMSTAR	7.50	450.00
10	70	box	PAPER CLIP 48mm, vinyl/plastic coated TMSTAR	17.50	1,225.00
11	10	pad	POST-IT FLAG Small Flags (Eartag) MEGAN	39.95	399.50
12	10	pad	POST-IT FLAG Small Flags (Sign Here), 1x1.7 MEGAN	32.50	325.00
13	6	pcs	PUNCHER Heavy duty, w/ two hole guide TMSTAR	180.00	1,080.00
14	20	pcs	SIGN PEN Black, liquid/gel ink, 0.5mm needle tip MY GEL	22.50	450.00
15	35	pcs	SIGN PEN Blue, liquid/gel ink, 0.5mm needle tip MY GEL	22.50	787.50
16	20	pcs	SIGN PEN Red, liquid/gel ink, 0.5mm needle tip MY GEL	22.50	450.00
17	100	box	STAPLE WIRE #10	5.50	550.00
T O T A L					10,825.25

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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: ₱ 10,825.25

Very truly yours,

ASLINAH D. ASHARY
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

DATU MASIDING M. ALONTO, JR.
 Regional Vice-President

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

Conform:

 Name and Signature of
 Supplier/Representative