

Midheart Regional Office - ARK

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
18	110	box	STAPLE WIRE for Standard Stapler, 26/6, no.35, 500s/box ✓	25.00	2,750.00
19	27	pcs	STAPLER Standard, heavy duty JOY ✓	125.00	3,375.00
20	2	pcs	TAPE DISPENSER Heavy duty for 48mm (2) TM STAR ✓	125.00	250.00
			xxxxx nothing follows xxxxxx	SUB-TOTAL	6,375.00
				PAGE 1	10,825.25
T O T A L					17,200.25 ✓

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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: \$17,200.00

Very truly yours,

ASLINAH D. ASHARY
Head, Fund Management Section

Approved:

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

ALLAN ODEN A. MACARIMBANG
Chief, Management Services Division

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

Conform: