

PURCHASE ORDER

Supplier	:	KIMGUAN
Address	:	<u>ILIGAN CITY</u>
Tel/Fax	:	<u></u>
PR No.	:	<u>GSU-083-2021</u>
Date	:	7/8/2021

Purchase Order No.	:	<u>2021-108</u>
Date	:	<u>29-Jul-21</u>
Terms of Payment	:	<u></u>
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	20	roll	PAPER THERMAL for various type of fax machine	75.00	1,500.00
2	2	box	ENVELOPE DOCUMENTARY, for Legal size NAPPCO	900.00	1,800.00
3	30	pcs	SIGN PEN Blue, liquid/gel ink, 0.5mm needle tip MY GEL	22.50	675.00
4	15	pcs	RECORD BOOK 500 pages VECO	95.00	1,425.00
			xxxxx nothing follows xxxxxx		
T O T A L					5,400.00

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: 90,900

Very truly yours,

ASLINAH D. ASHARY
Head, Fund Management Section

Approved:

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

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

Conform:

Name and Signature of
Supplier/Representative