

PURCHASE ORDER

Supplier : KIM GUAN EDUCATIONAL & SPORTSMASER, INC.
Address : Badelles St., Iligan City, Lanao del Norte
Tel/Fax : 221-3668
PR No. : GSU-017-2023
Date : January 30, 2023

Purchase Order No.
Date
Terms of Payment
Mode of Procurement

2023-072
3/27/2023
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	30	pack	ART PAPER assorted color, 10pcs/pack, DONG-A	6.00	180.00
2	23	set	BOOK ENDS Steel, Big, <i>TMCO</i>	110.00	2,530.00
3	9	pc	CLIPBOARD For legal size document, JOY	62.00	558.00
4	1	pack	COVERBOARD Morocco, assorted colors, A4, 100pcs/pack, TM	240.00	240.00
5	7	box	ENVELOPE Catalogue, 7x10, brown, 500s/box, ORIENTAL	540.00	3,780.00
6	9	box	FASTENER Long Stern, JOY	100.00	900.00
7	5	pc	FOLDER CLIP BOARD; Long, JOY	79.00	395.00
8	60	pc	FOLDER PRESSBOARD; plain for letter size papers/documents, SYSTEM	10.00	600.00
9	2	box	LAMINATING POUCH 70 x 100mm, 250 microns	225.00	450.00
10	50	pack	PAPER NEON, Colored, 210mm x 297mm (Long), 10 pcs/pack, ROYAL	27.00	1,350.00
11	7	pack	PAPER SPECIAL, Color specified 10s, short pack, ROYAL	25.00	175.00
12	34	pc	PENCIL Mechanical, 0.7mm, lead point, FABER CASTEL	23.00	782.00
13	26	pc	STAPLER Standard type, staple pusher shall be a metal piece and not spring, loading capacity: 200 staples (min) one time capacity of 2-20 sheets multi-purpose paper (70gsm), MAPED	175.00	4,550.00
14	637	pc	PEN BALLPOINT PEN; Fine Point, Black, <i>flexstick</i>	22.00	14,014.00
15	895	pc	PEN BALLPOINT PEN; Fine Point, Blue, FLEXSTICK	22.00	19,690.00
16	159	pc	PEN BALLPOINT PEN; Fine Point, Red, FLEXSTICK	22.00	3,498.00
XXXXXXXXXX nothing follows XXXXXXXXXXXX					
Comptrollership Unit					
RECEIVED					
TOTAL					53,692.00

Conditions:

- 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.
- Render your bills in triplicate copies including the original.
- 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.
- 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: *₱ 53,692.*

Very truly yours,

ASLINAH D. ASHARY
Head, Fund Management Section

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

0.2
DATU MASIDING M. ALONTO, JR.

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

Conform:

M. Masiding M. Alonto Jr.
Name and Signature of
Supplier/Representative