

PR No 0005

PO No.:

Date: February 3, 2021

Mode of Procurement: Shopping-Ordinary/Regular
Office Supplies & Equipment Section 52.1b

TIN:

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Delivery Term: 7 Working days

Date of Delivery

Payment Term: Credit

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	Bond Paper, legal size, 80gsm	20	200.00	4,000.00
		Note: See attached quotation for other details			
		*****NOTHING FOLLOWS*****			
(Total Amount In Words)					₹ 4,000.00

(Total Amount in Words)

4,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Kenan Q. Abdullah
(Signature over printed name)

(Signature over printed name)

Feb 16 2021

15/10/2021
(Date)

Fund 101

ADZHAR A. ALBANI, CESE
Director IV. AS

Funds Cluster:

Fund Available:

02.10/01.2021.02.00356
ORS/BURS No.:

ORS/BURS No. :

Date of the ORS/BURS: 2/9/2021

Amount: \$ 4,000-

GARRIEL M. SAUGON
Accountant IV
DIC-Accounting Division, FMS