

**PURCHASE ORDER
OFFICE OF CIVIL DEFENSE IV-A**

Entity Name

Supplier : <u>AC VICTORY NON-SPECIALIZED WHOLESALE TRADING</u>	P.O. No. : _____
Address : <u>Brgy. Yukos, Nagcarlan, Laguna</u>	Date : <u>28 August 2021</u>
TIN : <u>233-589-899</u>	Mode of Procurement : <u>Small Value Procurement</u>

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

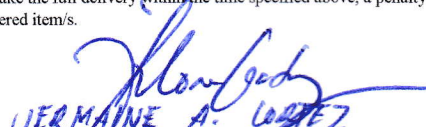
Place of Delivery : <u>#175 CPDC Bldg Brgy Paciano Rizal Calamba City Laguna</u>	Delivery Term : <u>One-Time Delivery</u>
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Bottles	STAMP PAD INK, purple or violet, 50ml (min.)	4	35.00	140.00
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	100	11.00	1,100.00
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	100	19.00	1,900.00
	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	100	14.00	1,400.00
	pad	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	200	56.92	11,383.00
	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	50	46.00	2,300.00
	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	50	56.00	2,800.00
	pack	GLUE, all purpose, 130 ml	20	58.00	1,160.00
	box	STAPLE WIRE, STANDARD, (26/6)	50	48.00	2,400.00
	roll	TAPE, MASKING, width: 24mm (±1mm)	50	33.00	1,650.00
	roll	TAPE, MASKING, width: 48mm (±1mm)	50	68.00	3,400.00
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	50	14.00	700.00
	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	50	67.00	3,350.00
	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	100	29.00	2,900.00
	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	100	40.00	4,000.00
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	100	43.00	4,300.00
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	100	48.00	4,800.00
	piece	CORRECTION TAPE, film base type, UL 6m min	100	19.00	1,900.00
	piece	ENVELOPE, DOCUMENTARY, for A4 size document	500	2.79	1,395.00
	piece	ENVELOPE, DOCUMENTARY, for legal size document	100	3.25	325.00
	piece	FOLDER, A4 Size documents (White)	300	4.88	1,464.00
	box	FASTENER, METAL, 70mm between prongs	50	144.00	7,200.00
	piece	FOLDER, for legal size documents (White)	300	5.57	1,671.00
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	100	11.00	1,100.00
	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	100	16.00	1,600.00
	piece	Ballpen Black	1,000	6.42	6,420.00
	piece	Ballpen Red	500	6.42	3,210.00
	piece	Ballpen Blue	1,000	6.42	6,420.00
	box	RUBBER BAND, 70mm min lay flat length (#18)	5	8.12	40.60
	piece	PENCIL SHARPENER, manual, single cutter head	10	44.00	440.00
	pair	SCISSORS, symmetrical, blade length: 65mm min	20	68.00	1,360.00
	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	20	103.00	2,060.00
	cart	PHILIPPINE NATIONAL FLAG, 100% polyester Size Standard (3 x 6 ft)	1	157.00	157.00
	piece	CLEARBOOK, 20 transparent pockets, for A4 size	100	28.00	2,800.00
	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size	100	28.00	2,800.00
	piece	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	500	19.00	9,500.00
	piece	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip	539	19.00	10,241.00
	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	200	19.00	3,800.00
					115,586.60

(Total Amount in Words) **ONE HUNDRED FIFTEEN THOUSAND FIVE HUNDRED EIGHTY SIX PESOS AND SIXTY CENTAVOS**

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:


JERMAINE A. LOPEZ
Signature over Printed Name of Supplier

Very truly yours,


MARIA THERESA R. ESCALANO
Signature over Printed Name of Authorized Official

_____ Date

Regional Director

_____ Designation

Fund Cluster : _____
Funds Available : _____

ORS/BURS No. : _____
Date of the ORS/BURS: _____

Amount : _____

Signature over Printed Name of Chief Accountant/Head of Accounting
Division/Unit