



OFFICE OF CIVIL DEFENSE

Quality Form

Purchase Order

Document Code	QF-IPD-01
Revision No.	0
Effectivity Date	2019.08.16
Page No.	1 of 2
W.O. No.	CMS-PO-0421-094
Date	31 MAR 2021
Mode of Procurement	Emergency Procurement
TIN	

Supplier	GNS Central Trading
Address	24 Swimming Street, New St. Francis Village, Brgy. San Juan, Cainta, Rizal
E-mail Address	gnscentralt@gmail.com

Gentlemen:
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	Within Five (5) days upon receipt of NTP
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		Supply and Delivery of Common-Use and Other Office Supplies for COVID-19 Quarantine and Testing Facilities			
		Item Description			
	pcs	1. Ballpen (Black) * Ball point pen with crystal case. * With removable cap.	2,000	₱6.55	₱13,100.00
	pcs	2. Ballpen (Blue) * Ball point pen with crystal case. * With removable cap.	2,000	₱6.55	₱13,100.00
	pcs	3. Sign Pen (Black) * Type: Liquid or gel. * Tip: 0.5mm needle type. * Non-slip grip. * Non-refillable	400	₱23.25	₱9,300.00
	pcs	4. Sign Pen (Blue) * Type: Liquid or gel. * Tip: 0.5mm needle type. * Non-slip grip. * Non-refillable	400	₱23.25	₱9,300.00
	pcs	5. Permanent Marker (Black) * Bullet-type felt tip. * Medium point.	700	₱32.00	₱22,400.00
	pcs	6. Permanent Marker (Blue) * Bullet-type felt tip. * Medium point.	500	₱32.00	₱16,000.00
	pcs	7. Permanent Marker (Red) * Bullet-type felt tip. * Medium point.	300	₱32.00	₱9,600.00
	pcs	8. White Board Marker (Black) * Bullet-type felt tip. * Medium point.	300	₱32.00	₱9,600.00
	pcs	9. White Board Marker (Blue) * Bullet-type felt tip. * Medium point.	200	₱32.00	₱6,400.00
	pcs	10. White Board Marker (Red) * Bullet-type felt tip. * Medium point.	150	₱33.45	₱5,017.50
	pcs	11. Highlighter * Flourescent type marker. * Flat barrel * Color: Assorted: Light blue, pink, yellow and green. * Chisel point tip. * Plastic barrel and cap.	250	₱33.45	₱8,362.50
	pcs	12. Correction Tape * Disposable * Gear Type Dispensing * Single-line, film-based tape * Opaque white color * Eight meters usable length (Minimum)	200	₱32.50	₱6,500.00
	pairs	13. Scissors * Straight trimmers. * Overall length: 160mm (Minimum) * Cutting Blade Length: 70mm (Minimum) * Cutting Blade Thickness: 1.70mm (Minimum) * Blades joined by binding rivet screw. * Blunt tipped.	400	₱59.10	₱23,640.00
	rolls	14. Masking Tape (One Inch) * Width: 24mm (Plus/Minus 1mm) * Usable Length: 50 meters	2,000	₱21.875	₱43,750.00
	rolls	15. Masking Tape (Two-Inch) * Width: 48mm (Plus/Minus 1mm) * Usable Length: 50 meters	1,500	₱32.10	₱48,150.00
	rolls	16. Scotch Tape (One Inch) * Width: 24mm (Plus/Minus 1mm) * Usable Length: 50 meters	1,500	₱13.00	₱19,500.00



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Location of Service:	ITEM/DESCRIPTION	Delivery Term:	Within Five (5) days upon receipt of NTP		
OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City		Payment Term:	Send Bill Policy		
LOT NO.	UNIT		QTY	UNIT COST	AMOUNT
	17. Battery AA (Two Piece Pack) * Voltage: 1.5V * Type: Alkaline * Branded		300	P51.50	P15,450.00
	18. Battery AAA (Two Piece Pack) * Voltage: 1.5V * Type: Alkaline * Branded		400	P51.50	P20,600.00
	19. Battery Type C * Voltage: 1.5V * Type: Alkaline * Branded		1,000	P152.00	P152,000.00
	20. Paper Multicopy A4 * Basis Weight: 80gsm (Plus/Minus 3%) * Size: A4, 210mm x 297mm (Plus/Minus 2mm in either direction) * Brightness: 90% Minimum * Opacity: 90% Minimum * Thickness: 0.09mm Minimum		700	P227.25	P159,075.00
	21. Duct Tape (Black) * Width: 48mm (Plus/Minus 1mm) * Usable Length: 50 meters * Industrial type tape.		800	P215.00	P172,000.00
	22. Duct Tape (Red) * Width: 48mm (Plus/Minus 1mm) * Usable Length: 50 meters * Industrial type tape.		700	P214.00	P149,800.00
	23. Folder with Tab, A4 * Material: tagboard/carrier/foldcote/cupstock board * Leaf Dimension: 240mm x 320mm (Plus/Minus 2mm in either direction) * The folder shall be smooth-finished and non-blot on both sides. * Thickness: 0.35mm Minimum		100	P42.00	P4,200.00
	24. Folder with Tab, Legal * Material: tagboard/carrier/foldcote/cupstock board * Leaf Dimension: 240mm x 365mm (Plus/Minus 2mm in either direction) * The folder shall be smooth-finished and non-blot on both sides. * Thickness: 0.35mm Minimum		400	P53.00	P21,200.00
	25. Brown Envelope, A4 * Material: kraft * Size: 229mm x 324mm (Plus/Minus 2mm in either direction) * Thickness: 0.22mm Minimum		600	P2.8875	P1,732.50
	26. Brown Envelope, Legal * Material: kraft * Size: 254mm x 381mm (Plus/Minus 2mm in either direction) * Thickness: 0.22mm Minimum		1,500	P3.4125	P5,118.75
	27. Laptop Mouse * Connection: USB * Tracking Method: Optical * Resolution: 1,000 DPI Minimum * With scroll wheel and left and right click button. * Plug-and-play.		70	P226.85	P15,879.50
	Other Requirements: *Send bill policy applies. *Quoted price must include applicable taxes and incidental expenses. *Delivery: Within five(5) days upon receipt of Notice to Proceed. *Delivery Site: OCD Warehouse, Camp General Emilio Aguinaldo, Quezon City.				
Page 2 of 2 ***NOTHING FOLLOWS***					
TOTAL COST					P980,775.75

(Total Amount in Words): NINE HUNDRED EIGHTY THOUSAND SEVEN HUNDRED SEVENTY FIVE AND 75/100 PESOS ONLY

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

Conforme:

HELEN GRACE O. DINO
 Signature over printed name of Supplier

APRIL 20, 2021
 Date

Very truly yours,

USEC RICARDO B JALAD
 Administrator



Funds Available:

LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No.:

02-102101-2021-03-0164

Amount:

980,775.75