



OFFICE OF CIVIL DEFENSE		Document Code	QF-IPD-01
Quality Form		Revision No.	0
Purchase Order		Effectivity Date	2019.08.16
		Page No.	1 of 1
Supplier	Philippine Vision Group Incorporated	P.O. No.	CMS-PO-1221-323
Address	273 Katipunan Ave., corner Xavierville Ave., Quezon City	Date	02 December 2021
		Mode of Procurement	Section 53.9 (Small Value Procurement)
E-mail Address	info@internationalsps.com	TIN	009-117-924-000

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


Location of Service:	Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	Fifteen (15) calendar days from receipt of Notice to Proceed
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		Supply and Delivery of Additional Common Use Office Supplies of OCD-NDRRMC			
		ITEM			
	box	Clip, backfold (double clip) 1"1/4, 12 pcs per box	100	29.70	2,970.00
	box	Clip, backfold (double clip) 2", 12 pcs per box	100	71.28	7,128.00
	box	Clip, backfold (double clip) 3/4, 12 pcs per box	100	14.85	1,485.00
	pcs	Cutter knife with blade	100	19.80	1,980.00
	pcs	Data file folder (folder 2 holes), made of chipboard, taglia lock	800	66.00	52,800.00
	unit	Flash drive, USB 16 gb capacity	100	125.40	12,540.00
	box	Expandable, Envelope legal (Brown), 100 pcs per box	10	1,452.00	14,520.00
	unit	Puncher, with 2 holes guide	70	125.40	8,778.00
	unit	Stapler with staple wire remover	70	58.08	4,065.60
	roll	Tape, Masking 24 mm	150	16.50	2,475.00
			TOTAL COST		P108,741.60

Terms and Conditions:
 • Delivery period: Fifteen (15) days upon receipt of Purchase Order
 • Delivery site: OCD Camp General Emilio Aguinaldo
 • Payment: Send Bill Policy
 *** nothing follows ***

(Total Amount in Words): ONE HUNDRED EIGHT THOUSAND SEVEN HUNDRED FORTY ONE AND 60/100 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:

 Signature over printed name of Supplier
 12/14/21
 Date

Very truly yours,

 USEC RICARDO B. JALAD
 Administrator



Funds Available: LALAIN NECESARIO BARROGA Chief, Accounting Section
 OBR No.: 02-101101-2021-12-0420
 Amount: 108,741.60