

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

Supplier : ZARO TRADING	P.O. No. : <u>2021-06-104</u>
Address : <u>Brgy. Sulib, Pangil, Laguna</u>	Date : <u>06-13-2021</u>
TIN : 244-780-896-000	Mode of Procurement : Negotiated Procurement under Emergency Case per RA 11494

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

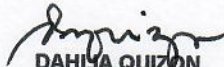
Place of Delivery : PROVISION OF OFFICE SUPPLIES FOR CALABARZON TEMPORARY TREATMENT AND MONITORING FACILITIES	Delivery Term : <u>One Time Delivery</u>
Date of Delivery : <u> </u>	Payment Term : <u>SEND BILL ARRANGEMENT</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	PCS	White Board (4x3 ft)	15	1550.00	23,250.00
	REAMS	Bond Paper (A4)	300	190.00	57,000.00
	REAMS	Bond Paper (Legal)	300	212.00	63,600.00
	REAMS	Bond Paper (Short)	200	135.00	27,000.00
	PCS	Printer Ink (Cyan) for Canon PIXMA MP237 AIO Printer	50	245.00	12,250.00
	PCS	Printer Ink (Magenta) for Canon PIXMA MP237 AIO Printer	50	245.00	12,250.00
	PCS	Printer Ink (Yellow) for Canon PIXMA MP237 AIO Printer	50	245.00	12,250.00
	PCS	Printer Ink (Black) for Canon PIXMA MP237 AIO Printer	50	245.00	12,250.00
	PCS	Ballpen (Black)	500	5.50	2,750.00
	BOXES	Binder Clips (Backfold, 50mm)	50	50.00	2,500.00
	PCS	Brown Envelop (Legal)	1200	4.50	5,400.00
	PCS	Brown Envelop (Short)	1200	3.50	4,200.00
	PCS	Clipboard (9 x 14 in)	150	85.00	12,750.00
	PCS	Correction Tape (8 m)	120	25.00	3,000.00
	PCS	Eraser (Plastic, rubber)	50	10.00	500.00
	PCS	Plastic Document Desk Tray	20	230.00	4,600.00
	BOXES	Fastener (metal, Non sharp edges)	50	90.00	4,500.00
	PCS	Highlighter marker, fluorescent (3's)	30	35.00	1,050.00
	ROLLS	Laminating Film (A4,100's)	3	1100.00	3,300.00
	PCS	Record book (500 pages, 214mm x 278mm)	40	95.00	3,800.00
	PCS	Masking Tape (1 in)	75	52.00	3,900.00
	PCS	Notebook (stenographer, 100 leaves)	50	15.00	750.00
	PCS	Packaging Tape (48mm)	50	25.00	1,250.00
	BOXES	Paper Clips (Vinyl, plastic colored 50 mm)	30	20.00	600.00
	BOXES	Pencil #2, by 12's (lead, with eraser)	20	70.00	1,400.00
	PCS	White Board Marker (Black)	180	25.00	4,500.00
	PCS	Permanent Marker (Black)	180	25.00	4,500.00
	ROLLS	Plastic Cover roll (Gauge 3, 48 x 50 M)	2	1200.00	2,400.00
	PCS	Tape (Transparent, 1 in)	70	25.00	1,750.00
	PCS	Tape (Transparent, 2 in)	25	30.00	750.00
	PCS	Sharpener Mechanical (Manual, Single cutter)	15	145.00	2,175.00
	PCS	Sliding Folder (Board, Long)	500	12.00	6,000.00
	BOXES	Staple Wire (standard)	60	30.00	1,800.00
	PCS	Stapler Heavy Duty (standard type)	25	140.00	3,500.00
	PCS	Note pad (stick on, 3x3)	100	50.00	5,000.00
	PCS	Tape Dispenser (Table top)	10	65.00	650.00
	PCS	White Folder (Long)	800	6.00	4,800.00
	PCS	Scissors (symmetrical, 160mm)	80	10.00	800.00
		Nothing Follows			

(Total Amount in Words) **Three Hundred Fourteen Thousand Seven Hundred Twenty Five Pesos Only** 314,725.00


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.

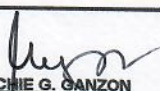
Conforme:


DAHLIA QUIZON
Signature over Printed Name of Supplier

Date

Very truly yours,


MARIA THERESA R ESCALANO, MNSA
Signature over Printed Name of Authorized
Regional Director
Designation

Fund Cluster : **BAYANIHAN II**
Funds Available : 
MENCHIE G. GANZON
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

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