

PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

Supplier : Prince Educational Supply	P.O. No. : 2021-03-032
Address : 132 Bolton St, Poblacion District, Davao City	Date : March 3, 2021
TIN :	Mode of Procurement : Negotiated

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


Place of Delivery : OCD XI Regional Office	Delivery Term : 1 Day
Date of Delivery : March 1st-2nd Week	Payment Term : Cheque for Delivery/Pick Up

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Event 1: Office Supplies for the Blended Trainings for the 1st Quarter 2021 (January-March)					
1	Reams	Legal Bond Paper	4	195.00	780.00
2	Reams	A4 Bond Paper	4	178.00	712.00
3	pcs	Cartolina (Assorted)	5	5.75	28.75
4	pcs	Notebooks 40 leaves, spiral	165	11.50	1,897.50
5	pcs	Ballpens	170	4.20	714.00
6	pcs	Masking Tape	16	18.50	296.00
7	pcs	Manila Paper	8	3.40	27.20
8	pcs	Folder brown, long	82	3.90	319.80
9	pcs	Expandable Envelope, brown	170	10.75	1,827.50
10	pcs	Alcohol (150ml)	12	68.50	822.00
11	meters	Plastic Cover (thick)	10	64.50	645.00
12	packs	Specialty Paper (A4), 10 pcs per pack	70	24.75	1,732.50
(Total Amount in Words)		Nine Thousand Eight Hundred Two & 25/100 Pesos Only			9,802.25


In

Conforme:

Very truly yours,


Evangelina S. Peña
 Signature over Printed Name of Supplier
3-2-21
 Date


DIR. MANOLITO P. ORENSE
 Regional Director

Fund Cluster : _____ Funds Available : _____ <p align="center">  FRANZ N. DRAC Chief, Admin and Finance Section </p>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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