



**PURCHASE ORDER**  
Office of Civil Defense- Davao City  
Entity Name

Supplier : Prince Educational Supply		P.O. No. : 2021-03-031			
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
		<b>Event 1: Commonly used supplies for OCD XI for 1st Quarter CY 2021 (January-March)</b>			
1	Pcs	Expandable Folder – long	50	11.50	575.00
2	Pcs	Expandable Folder – short	25	10.50	262.50
3	Pcs	Expanded Envelope – long	25	10.75	268.75
4	Pcs	Correction Tape	15	17.50	262.50
5	Pcs	Plastic Box 95 Liter	6	895.00	5,370.00
6	Pcs	Sign Pen .07 (Black)	5	18.75	93.75
7	Pcs	Sign Pen .07 (Blue)	5	18.75	93.75
8	Pcs	Stapler with staple remover - No. 35 (26/6)	6	115.00	690.00
9	Pcs	Ballpen – black	10	4.20	42.00
10	Pcs	Ballpen – blue	10	4.20	42.00
11	Pcs	Duct Tape 1 inch	15	42.00	630.00
12	Pcs	Highlighter pen	10	13.75	137.50
13	Pcs	Heavy Duty Puncher – large	8	129.50	1,036.00
14	Pcs	Heavy Duty Scissors – large	10	39.50	395.00
15	Pcs	Scotch tape - 1 inch	15	11.50	172.50
16	Pcs	Masking Tape - 1 inch	15	18.50	277.50
17	Roll	Double Sided Tape - 25mm	15	26.00	390.00
18	Pcs	Multipurpose glue - 118 ml	10	24.50	245.00
19	Pcs	Logbook - 300 leaves	5	61.50	307.50
20	Pcs	Document Organizer with Drawer 9.65" x 9.84" x 12.4"	5	695.00	3,475.00
21	Pcs	three-layer metal file frame Holder - 3 Layer (27cm*35cm*28cm)	5	395.00	1,975.00
22	Pcs	Magazine Holder File Rack - 4 Divider	5	499.50	2,497.50
<b>(Total Amount in Words)</b>		Nineteen Thousand Two Hundred Thirty Eight & 75/100 Pesos Only			<b>19,238.75</b>
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 : _____		FRANZ N. IRAC Chief, Admin and Finance Section		ORS/BURS No. : _____	
Funds Available : _____				Date of the ORS/BURS: _____	
				Amount : _____	

