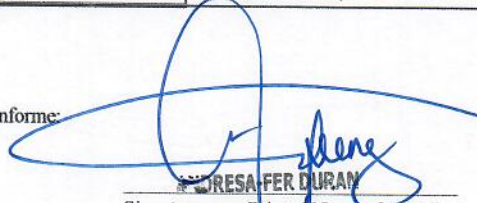




PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

Supplier : Starbright Office Depot		P.O. No. : 2021-10-270			
Address : V. Mapa St., Brgy. 12-B, Poblacion District, Davao City		Date : October 20, 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 Warehouse, Davao City		Delivery Term : 15-30 Days			
Date of Delivery : 15-30 Days after signing of PO		Payment Term : Cheque for Delivery/Pick Up			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Event 1: Procurement of 4th Quarter Commonly Used Supplies			
		A. Supplies Specification:			-
		• A4 Bond Paper	60	160.00	9,600.00
1	Reams	• Legal Bond Paper	40	180.00	7,200.00
2	Reams	• Short Bond Paper	30	155.00	4,650.00
3	Reams	• Brown Envelope Long	120	2.00	240.00
4	Pcs	• Correction Tape	10	19.15	191.50
5	Pcs	• Sign Pen .075 Blue	30	76.90	2,307.00
6	Pcs	• Sign Pen .075 Black	30	76.90	2,307.00
7	Pcs	• Sign Pen .075 Red	12	76.90	922.80
8	Pcs	• Storage/File Box (24x12x10) Hardbound	5	496.00	2,480.00
9	Pcs	• Stapler with staple wire remover	5	368.75	1,843.75
10	Pcs	• Ballpen Blue	30	4.25	127.50
11	Box	• Staple Wire No. 35	15	49.20	738.00
12	Bottle	• Stamp Pad Ink	2	103.75	207.50
13	Pcs	• Glue Multi-Purpose	10	47.00	470.00
		B. Other Conditions: • Supplier must be within Davao City • Supplier must deliver items at the OCD XI Regional Office • Supplies should be in good quality condition • Supplier must accept Send Bill Policy in the payment of services			
(Total Amount in Words)		Thirty Three Thousand Two Hundred Eighty Five & .05/100 Pesos Only			33,285.05
In		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Conforme:</p>  <p align="center">RESA-FER DURAN Signature over Printed Name of Supplier</p> <p align="center">10/21/21 Date</p> </div> <div style="width: 45%;"> <p>Very truly yours,</p>  <p align="center">DIR. MANOLITO P. ORENSE Regional Director</p> </div> </div>			
Fund Cluster : _____		ORS/BURS No. : _____			
Funds Available : _____		Date of the ORS/BURS: _____			
 FRANZ N. RAGA Chief, Admin and Finance Section		Amount : _____			

