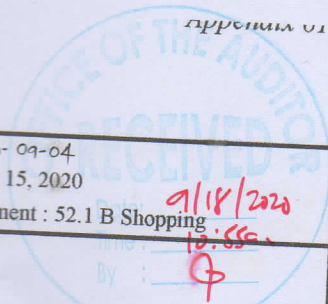


PURCHASE ORDER

OFFICE OF CIVIL DEFENSE



Supplier : SUNGOLD COMMERCIAL
 Address : P. BURNOS ST., BUTUAN CITY
 TIN : 125-637-51400

P.O. No. : 2020-09-04
 Date : September 15, 2020
 Mode of Procurement : 52.1 B Shopping

Gentlemen:

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

Place of Delivery : _____

Date of Delivery : _____

Delivery Term : _____

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	
1	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	17	190.00	3,230.00
2	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	7	210.00	1,470.00
3	pc	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	85.00	170.00
4	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 pcs per	8	156.00	1,248.00
5	box	ENVELOPE, MAILING, white, 80gsm (-5%)	1	265.00	265.00
6	box	FOLDER, TAGBOARD, for legal size documents	1	500.00	500.00
7	box	Paper Fastener, plastic, 50mm capacity, 70mm center, 50s Assorted color	4	35.00	140.00
8	box	Paper Fastener, plastic, 6in, 50s Assorted color	2	35.00	70.00
9	pack	Premium Glossy Photo Paper, 200 gsm, A4, 20 sheets/pack	1	60.00	60.00
10	bot	Ink, EPSON 664, Black	3	335.00	1,005.00
11	bot	Ink, EPSON 664, Cyan	3	335.00	1,005.00
12	bot	Ink, EPSON 664, Magenta	3	335.00	1,005.00
13	bot	Ink, EPSON 664, Yellow	3	335.00	1,005.00
14	pc	Ink, HP CART 680, Black	3	540.00	1,620.00
15	pc	Ink, HP CART 680, Tricolor	3	540.00	1,620.00
16	set	Ink, Epson, L3110 set	1	1,350.00	1,350.00
17	pack	Post-it Sticky Note, 3x3in	3	32.00	96.00
18	pack	Post-it Sticky Note, Arrow	5	32.00	160.00
19	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	6	22.00	132.00
20	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	6	22.00	132.00
21	box	BALL PEN, Black, fine, 0.5	1	72.00	72.00
22	box	BALL PEN, Blue, fine, 0.5	1	72.00	72.00
23	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	10	78.00	780.00
24	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	5	78.00	390.00
25	roll	TAPE, PACKAGING, width: 48mm (±1mm)	2	42.00	84.00
26	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	2	29.00	58.00
27	bot	GLUE, White, Multi purpose, 100g Nozzle tip	3	15.00	45.00
28	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	2	79.00	158.00
29	pc	PUNCHER, paper, heavy duty, with two hole guide	2	145.00	290.00
		-----Nothing follows-----			
Total					18,232.00

(Total Amount in Words) Eighteen Thousand Two Hundred Thirty-Two 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 percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:		Very truly yours,	
	Signature over Printed Name of Supplier		LIZA R. MAZO
	<u>SEP 15 2020</u>		Signature over Printed Name of Authorized Official
	Date		Regional Director
Fund Cluster :			Designation
Funds Available :		ORS/BURS No. :	
		Date of the ORS/BURS:	
	Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	Amount :	18,232.00