

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : DIAMOND GRACE ENTERPRISES P.O. No. : 23020365  
 Address : Purok 3, Brgy. Bautista Labo, Camarines Norte Date : 04-11-23  
 Telephone No. : 0963-445-9526 / 0939-210-9343 Mode of Procurement : SHOPPING  
 TIN : 127-000-753-001

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

Place of Delivery: PLO Delivery Term : 7cb  
 Date of Delivery : 04-11-23 Payment Term: FULL

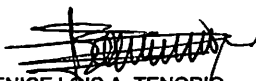
Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	6	boxes	Ballpen, 12's	80.00	480.00
2	6	pcs	Correction Tape	27.00	162.00
3	5	pcs	Tape Double Adhesive	85.00	425.00
4	8	tube	Toner 2014H, RICOH	3,449.00	27,592.00
5	6	boxes	Signpen .3 (black)	27.00	162.00
6	8	tube	Computer Ink Black Unlimited Ink T6641, EPSON	280.00	2,240.00
7	4	tube	Computer Ink Cyan Unlimited Ink T6642, EPSON	280.00	1,120.00
8	4	tube	Computer Ink Magenta Unlimited Ink T6643, EPSON	280.00	1,120.00
9	4	tube	Computer Ink Yellow Unlimited Ink T6644, EPSON	280.00	1,120.00
10	150	pieces	Filing Folder	6.00	900.00
11	6	boxes	Staple Wire #35	40.00	240.00
12	3	pcs	Staple Wire Remover	40.00	120.00
13	12	pcs	Sticky Note (Different Sizes)	120.00	1,440.00
14	6	pack	Paper Fastener (long)	125.00	750.00
15	6	boxes	Mailing Envelope	480.00	2,880.00
16	24	boxes	Paper Clip Plastic coted small-100/box	14.00	336.00
17	3	units	Stapler	250.00	750.00
18	1	unit	Binding Machine Comb, DELI	2,299.00	2,299.00
19	6	packs	PVC Binding Cover	585.00	3,510.00
20	6	packs	Plastic Comb-Binder Ring	360.00	2,160.00
21	16	pcs	Record Book 150 pages	130.00	2,080.00
22	16	boxes	Paper Clip Plastic coted big-100/box	20.00	320.00
23	1	unit	External Hard Driver 1TB, SEAGATE	2,798.00	2,798.00
24	9	pcs	Flash Drive 16 GB, KINGSTON	320.00	2,880.00
25	12	boxes	Binder Clip 1 inch	25.00	300.00
26	6	pair	Bookends Metal	175.00	1,050.00
27	6	boxes	Pencil 12's	65.00	390.00
28	12	boxes	Binder Clip 2 inch	55.00	660.00
29	12	packs	Paper Binding Cover, FOCUS	425.00	5,100.00
<i>for Office Supplies use</i>					

Total amount in words: **Sixty Five Thousand Three Hundred Eighty Four Pesos Only** 65,384.00

In case of failure to deliver within the time specified above, penalty of one-tenth (1/10) of one (1) percent of every day of delay shall be imposed.

Very truly yours,

Conforme:



**DENICE LOIS A. TENORIO**

Signature over printed name of Supplier

04-12-23

Date

**RICARTE R. PADILLA**  
Governor

