

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **DIAMOND GRACE ENTERPRISES** P.O. No. : **23051256**  
 Address : **Purok 3, Brgy. Bautista Labo, Camarines Norte** Date : **07/03/23**  
 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: **PSWDO** Delivery Term : **7CD**  
 Date of Delivery : **07 | 11 | 23** Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	55	ream	Bond Paper, 80gsm, Legal, HARD COPY	350.00	19,250.00
2	20	ream	Bond Paper, 80gsm, A4, HARD COPY	330.00	6,600.00
3	4	roll	Packaging Tape, 72 mm	85.00	340.00
4	2	box	Rubber band, big, No. 18	320.00	640.00
5	40	box	Smooth ink pen ballpen, 0.5mm (12's/box)	112.00	4,480.00
6	2	box	White Folder, long	600.00	1,200.00
7	5	pc	Stamp pad, blue	50.00	250.00
8	40	pc	Fastener, 7 cm, 50 sets per box, PRINCE	75.00	3,000.00
9	15	box	Pencil, lead eraser, #2	160.00	2,400.00
10	9	pc	Eraser, Large	30.00	270.00
11	1	pc	Puncher, heavy duty	300.00	300.00
12	14	box	Staple wire, heavy duty, 26/6	60.00	840.00
13	10	pc	Stapler with remover	150.00	1,500.00
14	30	pc	Correction tape	35.00	1,050.00
15	2	box	Binder Clip, black, 2"	100.00	200.00
16	6	pack	Special Paper, long, white	65.00	390.00
17	6	pack	Special Paper, short, white	55.00	330.00
18	4	pack	Sticker Paper, A4	55.00	220.00
19	20	pc	Certificate holder, short	70.00	1,400.00
20	15	pc	Certificate frame	160.00	2,400.00
21	10	pc	Sticky Notes, 3x3	45.00	450.00
22	2	pc	Clear Book, refillable, legal, 20 sheets	160.00	320.00
23	4	pack	Clear Book, Refill, legal, clear, 10 sheets	100.00	400.00
24	2	pc	Plastic Envelope with handle and pushlock, transparent	180.00	360.00
25	19	pc	Expanding Envelope, legal	30.00	570.00
26	3	pc	Data File Box with closed ends, Horizontal, Legal	220.00	660.00
27	1	pc	Scissor, stainless, heavy duty, 19cm TOLSEN, 20.32 CM INGCO, 21.59 CM	210.00	210.00

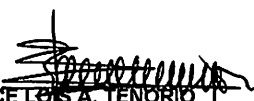
*to be used in the Program for Older Persons*

Total amount in words: **Fifty Thousand Thirty Pesos Only** **50,030.00**

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:

  
**DENISE LOIS A. TENORIO**  
 Signature over printed name of Supplier  
 07/04/23  
 Date

  
**RICARTE R. PADILLA**  
 Governor