

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **SOPHIE'S GENERALMERCHANDISE** P.O. No. : **23061698**  
 Address : **P-5, Bautista, Labo, Camarines Norte** Date : **07/28/23**  
 Telephone No. : **0968-413-2568** Mode of Procurement : **SHOPPING**  
 TIN : **184-646-631-000**

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

Place of Delivery: **GO- (USSAP-SWAK)** Delivery Term : **7CD**  
 Date of Delivery : **08 | 07 | 23** Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	20	ream	Bond Paper, Multi-copy 80gsm, A4	328.00	6,560.00
2	20	ream	Bond Paper, Multi-copy 80gsm, legal	340.00	6,800.00
3	20	ream	Bond Paper, Multi-copy 80gsm, short	275.00	5,500.00
4	5	pack	Vellum Paper, Short 10's/pack, 10gsm	55.00	275.00
5	5	pack	Photo Paper, Mate, Glossy, A4 10's/pack	100.00	500.00
6	5	pack	Vellum Paper, Long 10's/pack, 10gsm	115.00	575.00
7	5	box	Ballpen, Black 12's/box	115.00	575.00
8	10	box	Ballpen, Black and Red	83.00	830.00
9	10	pc	Highlighter	65.00	650.00
10	3	pc	Scissor Big	115.00	345.00
11	15	pc	Permanent Marker, Black, Broad	45.00	675.00
12	10	pc	Glue white 240ml	235.00	2,350.00
13	1	pc	Folder, Long White, 100's/pack	900.00	900.00
14	1	pack	Folder, Short White, 100's/pack	750.00	750.00
15	20	pack	Brown Envelope, Long	12.00	240.00
16	1	pc	Correction Tape, 10mtrs, 12's/box	415.00	415.00
17	1	box	Stamp pad	95.00	95.00
18	5	box	Paper Clip Big, 50mm 100's/box	25.00	125.00
19	5	box	Binder, Small and Large	65.00	325.00
20	10	pc	Logbook, 300 pages	92.00	920.00
21	2	roll	garbage bag 10's 10 roll/bundle	310.00	620.00
22	5	box	Fastener, paper plastic long 8 1/2, 70	165.00	825.00
23	10	pc	Clear Scotch Tape 1"	25.00	250.00
24	5	box	Pencil with eraser, Monggol	130.00	650.00
25	3	gal	Alcohol 70% 1000ltr/gin	1,000.00	3,000.00
26	5	bottle	Ink Refill (003) BLACK	350.00	1,750.00
27	5	bottle	Ink Refill (003) CYAN	350.00	1,750.00
28	5	bottle	Ink Refill (003) MAGENTA	350.00	1,750.00
29	5	bottle	Ink Refill (003) YELLOW	350.00	1,750.00
30	10	box	Staple wire 335	75.00	750.00
31	2	pc	Tape Dispenser	220.00	440.00
32	5	pc	3 layer paper tray	815.00	4,075.00
33	15	box	Paper Clip Medium	25.00	375.00
34	6	pc	Sharpener	15.00	90.00
35	5	pc	Staple Claw	33.00	165.00
36	10	pc	File Holder	150.00	1,500.00
37	1	pc	Paper cutter	2,850.00	2,850.00
38	2	pc	4x12 white board	2,000.00	4,000.00
39	10	pc	Packaging tape clear	95.00	950.00

*for Governor's Office - USSAP use*

Total amount in words: **Fifty Six Thousand Nine Hundred Forty Five Pesos Only** 56,945.00

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.

Conforme:  
  
**SOFIA P. CALMATEO**  
 Signature over printed name of Supplier  
 Date: **07/31/23**

Very truly yours,

**RICARTE PADILLA**  
Governor