

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **DIAMOND GRACE ENTERPRISES** P.O. No. : **23082080**  
 Address : Purok 3, Brgy. Bautista Labo, Camarines Norte Date : **09-20-23**  
 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: **GO-PYDO** Delivery Term : **7Cb**  
 Date of Delivery : **09/28/23** Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
<b>OFFICE SUPPLIES</b>					
1	8	box	Ballpen Black (50 pcs)	392.00	3,136.00
2	30	box	Bond paper Legal subs. 20, 500 sheets 5reams/box	1,245.00	37,350.00
3	28	box	Pencil 12pcs/box	161.00	4,508.00
4	2	pc	White board eraser	28.00	56.00
5	5	pc	White board Marker (Black)	72.00	360.00
6	2	pc	White board Marker Refill	165.00	330.00
7	9	box	Paper Clip (Large)	28.00	252.00
8	2	box	Staple wire	80.00	160.00
9	2	pc	Staple (Big)	148.00	296.00
10	5	pc	Ink #003 - black	358.00	1,790.00
11	4	pc	Ink #003 - magenta	358.00	1,432.00
12	4	pc	Ink #003 - cyan	358.00	1,432.00
13	4	pc	Ink #003 - yellow	358.00	1,432.00
14	3	bundle	Vellum Paper short (100 sheets)	330.00	990.00
15	1	pc	Tape Dispenser	184.00	184.00
16	4	pc	Scotch tape big (1"x50mm)	28.00	112.00
17	1	pc	Permanent Marker Ink Refill (Black-30ML)	143.00	143.00
18	15	pc	Short Diploma Jacket	56.00	840.00
19	5	bundle	Sticker Paper (Long) 10 sheets	56.00	280.00
20	156	pc	ID Lace (Apple Green)	22.20	3,463.20
21	136	pc	ID Holder (3x5)	22.20	3,019.20
22	11	box	Pencil Sharpener (24pcs)	120.00	1,320.00
23	250	pc	Steno Notebook	35.80	8,950.00
24	250	pc	Clear envelope (short)	19.00	4,750.00

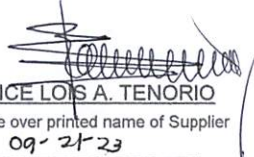
*for Office Supplies to be used during the conduct of LET REVIEW; Alay sa Diyos, Alay sa Kabataan*

Total amount in words: **Seventy Six Thousand Five Hundred Eighty Five Pesos & 40/100 Only** **76,585.40**

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

09-21-23  
Date

  
**RICARTER R. PADILLA**  
Governor