

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **SOPHIE'S GENERALMERCHANDISE** P.O. No. : **23103010**  
 Address : **P-5, Bautista, Labo, Camarines Norte** Date : **12-5-23**  
 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 PPOC** Delivery Term : **700**  
 Date of Delivery : **12-13-23** Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	15	btl	Ink Refill (003) Magenta	447.00	6,705.00
2	15	btl	Ink Refill (003) Cyan	447.00	6,705.00
3	20	btl	Ink Refill (003) Black	447.00	8,940.00
4	15	btl	Ink Refill (003) Yellow	447.00	6,705.00
5	2	box	Bond Paper Short 8x11	1,450.00	2,900.00
6	2	ream	Green Expanded Folder Long 100's/box	900.00	1,800.00
7	3	ream	White Folder Short 100's/box	745.00	2,235.00
8	2	ream	Brown Envelope Long 100's	600.00	1,200.00
9	12	pcs	Glue 130g	70.00	840.00
10	20	pack	Special Paper 8x11	150.00	3,000.00
11	10	box	Fastener 50's/box	90.00	900.00
12	6	pcs	Stapler Wire #35	405.00	2,430.00
13	30	pcs	Sliding Folder Long (clear)	15.00	450.00
14	20	pcs	Sliding Folder Long (blue)	15.00	300.00
15	12	pcs	Clip Board Long	38.00	456.00
16	10	pcs	Scissors Big 17cm	95.00	950.00
17	3	set	Universal Mouse	420.00	1,260.00
18	3	set	Universal Keyboard	535.00	1,605.00
19	15	roll	Packaging Tape 48 mm Clear	87.00	1,305.00
20	15	roll	Masking Tape 2 inch 48 mm	40.00	600.00
21	15	roll	Masking Tape 1 inch 24 mm	25.00	375.00
22	12	roll	Electrical Tape	45.00	540.00
23	2	pcs	Tape Dispenser Packaging Tape	330.00	660.00
24	8	pcs	Tape Dispenser Table Top	288.00	2,304.00
25	15	pcs	Certificate Frame 8x11	125.00	1,875.00
26	12	btl	Alcohol Spray bottle 330ml	28.00	336.00

*for the Operation use*

Total amount in words: **Fifty Seven Thousand Three Hundred Seventy Six Pesos Only** **57,376.00**

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  
12-6-23  
 Date

Very truly yours,

**RICARTE R. PADILLA**  
 Governor

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PROVINCIAL GOVERNMENT OF CAMARINES NORTE

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 Address : **P-5, Bautista, Labo, Camarines Norte** Date : **12-5-23**  
 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 PPOC** Delivery Term : **7<sup>W</sup>**  
 Date of Delivery : **12-13-23** Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
			<i>balance forwarded.....</i>		<b>57,376.00</b>
27	2	box	Frixion pen 0.5mm box/12pcs	880.00	1,760.00
28	6	box	Paper Puncher 2-hole Heavy Duty # 468	195.00	1,170.00
29	6	box	Stamp Pad No. 2 Black	145.00	870.00
30	2	pcs	Desk File Organizer Holder 4 Sections Book	580.00	1,160.00
			Desktop Organizer Plastic Vertical Document Folder		
31	8	pcs	Filing Box Stand File Box	160.00	1,280.00
32	4	pcs	Metal Desk Organizer Tray Filing Three (3) Layer- Heavy Duty Quality	750.00	3,000.00
33	20	pcs	Sticky Note Neon Color (4x4)	40.00	800.00
34	15	pcs	Colors Sticky Notes Paper Bookmark Sticker Sign	15.00	225.00
35	15	pcs	Sticky Note Neon Color (3x3)	35.00	525.00
36	30	pack	Vellum Paper 200 gsm A4 Size cream	250.00	7,500.00
37	2	box	Permanent Marker Black 12 pcs/box	465.00	930.00
38	2	box	Permanent Marker Red 12 pcs/box	465.00	930.00
39	12	pcs	Colored Expanded Envelope with garter Long	15.00	180.00
			<i>for the Operation use</i>		

Total amount in words: **Seventy Seven Thousand Seven Hundred Six Pesos Only** **77,706.00**

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 12-6-23

Very truly yours,  
  
**RICARTE R. PADILLA**  
 Governor