

PURCHASE ORDER
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **SOPHIE'S GENERAL MERCHANDISE** P.O. No. : **24010080**
 Address : **P-5, Bautista, Labo, Camarines Norte** Date : **01-30-24**
 Telephone No. : _____ 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 : **PSWDO** Delivery Term : **700**
 Date of Delivery : **02/07/24** Payment Term : **FULL**

Item No	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	3	piece	Calulator, Electronics, Heavy Duty 12 Digits, CASIO	585.00	1,755.00
2	50	pack	Sticker Paper, Ivory, Satin, A4, 10s	60.00	3,000.00
3	1	pack	Specialty Paper, Letter, White, 200 gsm, 300s	2,980.00	2,980.00
4	1	box	Envelope, Legal Brown, 500/box	2,000.00	2,000.00
5	1	box	Envelope, Short Brown, 500/box	500.00	500.00
6	30	piece	Expanding Envelope with Elastic Band, Legal, PAPER BOX	49.00	1,470.00
7	100	piece	Clear Envelope with Handle, Long size	80.00	8,000.00
8	160	box	White Mailing Envelope, 500s (6-3/4" x 3-5/8"), 60gsm	240.00	38,400.00
9	10	ream	Expanding Folder, Legal, White, 100s	400.00	4,000.00
10	60	bottle	003 Computer Ink - Black, EPSON	350.00	21,000.00
11	20	bottle	003 Computer Ink - Magenta, EPSON	350.00	7,000.00
12	20	bottle	003 Computer Ink - Cyan, EPSON	350.00	7,000.00
13	20	bottle	003 Computer Ink - Yellow, EPSON	350.00	7,000.00
14	10	bottle	008 Computer Ink - Black, EPSON	800.00	8,000.00
15	5	bottle	008 Computer Ink - Magenta, EPSON	800.00	4,000.00
16	5	bottle	008 Computer Ink - Cyan, EPSON	800.00	4,000.00
17	5	bottle	008 Computer Ink - Yellow, EPSON	745.00	3,725.00
18	20	piece	Stamp Pad, blue	25.00	500.00
19	6	bottle	Stamp Pad Ink, blue, 30ml	48.00	288.00
20	5	piece	Personalized Self Inking Stamp	300.00	1,500.00
21	30	ream	Bond Paper, A11/Letter, 80gsm, sub 24, 500/rm, HARD COPY	280.00	8,400.00
22	180	ream	Bond Paper, A4, 80gsm, sub 24, 500/rm, HARD COPY	310.00	55,800.00
23	300	ream	Bond Paper, F4/Legal, 70 gsm, 500/rm, HARD COPY	320.00	96,000.00
24	20	roll	Clear Tape width 24 mm x 100m	60.00	1,200.00
25	20	roll	Clear Tape width 48 mm x 200m	110.00	2,200.00
26	10	roll	Packaging Tape width 72 mm x 100m, Clear	55.00	550.00
27	15	roll	Masking Tape 1" x 25 yards	70.00	1,050.00
28	20	roll	Masking Tape 2" x 25 yards	75.00	1,500.00
29	10	box	Double Sided Tape 1/2" x 10m	145.00	1,450.00
30	20	box	Paper Fastener, 7cm, 50 sets per box	108.00	2,160.00
31	10	box	Paper Fastener, Long, 8 1/2", 50 sets per box	120.00	1,200.00
32	10	box	Pencil, Lead with Eraser, 12/box, MONGOL	150.00	1,500.00
33	15	box	Ballpen, Black 50pcs/box	575.00	8,625.00
34	22	box	Gel Pen .05 (black) 12pcs/box, DONG-A	320.00	7,040.00
35	5	box	Gel Pen .05 (blue) 12pcs/box, DONG-A	320.00	1,600.00
36	2	box	Gel Pen .05 (red) 12pcs/box, DONG-A	320.00	640.00
37	3	box	Marker, Permanent broad, Pilot, 12pcs/box. PILOT	500.00	1,500.00
38	1	box	Marker, Whiteboard, Pilot, 12pcs/box. PILOT	750.00	750.00
39	10	piece	Stapler HD with Remover	160.00	1,600.00

for Office Supplies use

Total amount in words: **Three Hundred Twenty Thousand Eight Hundred Eighty Three Pesos Only** **320,883.00**

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,

RICARTE R. PADILLA
Governor

Conforme:



SOFIA P. CALMATEO

Signature over printed name of Supplier

01-31-24

Date

PURCHASE ORDER
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : SOPHIE'S GENERALMERCHANDISE P.O. No. : 24010080
 Address : P-5, Bautista, Labo, Camarines Norte Date : 01-30-24
 Telephone No. : _____ 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: PSWDO Delivery Term : 7cd
 Date of Delivery : 02/07/24 Payment Term: FULL

Item No	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
			<i>Balanced Forwarded..</i>		<i>320,883.00</i>
40	30	box	Staple wire, heavy duty, 26/6	50.00	1,500.00
41	10	box	Correction Tape, 24pcs/box, JOY	500.00	5,000.00
42	30	pad	Stick on, 100s, 76mm x 19mm	40.00	1,200.00
43	30	pad	Stick on, 100s, 3in x 3in	95.00	2,850.00
44	10	piece	Scissors	60.00	600.00
45	3	piece	Puncher, Paper, Heavy Duty, with two hole guide	300.00	900.00
46	1	ream	Record Book, 300 Pages, 5.5 x 8.5 inches, 10 books/rm	800.00	800.00
47	5	box	Rubber Band, big, No. 18	350.00	1,750.00
48	25	box	Binder Clips, 51 mm, 12pcs/box	110.00	2,750.00
49	40	box	Binder Clips, 41 mm, 12pcs/box	100.00	4,000.00
50	330	piece	Certificate Holder, A4	50.00	16,500.00
51	100	piece	Certificate Frame (8.5"x13")	210.00	21,000.00
52	50	box	Crayons 24s, CRAYOLA	90.00	4,500.00
53	20	piece	Manila Paper	5.00	100.00
54	20	piece	High Lighter Pen	45.00	900.00
55	2	pack	Colored Paper - Assorted 100s	250.00	500.00
56	50	pack	Photo Paper, A4, 10s	80.00	4,000.00
57	5	piece	Tape Dispenser	110.00	550.00
58	4	piece	Desktop Pencil Sharpener, HBW	250.00	1,000.00
59	5	box	Paper Clip (vinyl/plastic coat, 48 mm)	40.00	200.00
60	5	box	Paper Clip (vinyl/plastic coat, 33 mm)	20.00	100.00
61	10	pack	Plastic Ring Binder Clip, A4, 10 pcs/pack	300.00	3,000.00
62	30	box	Oil Pastel, 24 colors	148.00	4,440.00
63	15	piece	Illustration Board, ¼	60.00	900.00
64	100	book	Notebook	30.00	3,000.00
65	3	piece	Laptop Mouse, wireless	700.00	2,100.00
66	3	piece	Mousepad	300.00	900.00
67	5	box	Laminating sheet, long, 100s/pack	1,000.00	5,000.00

for Office Supplies use

Total amount in words: **Four Hundred Ten Thousand Nine Hundred Twenty Three Pesos Only** 410,923.00

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,

RICARTE R. PADILLA
Governor

Conforme:

SOPHIA P. CALMATEO

Signature over printed name of Supplier

01-31-24
Date