

PURCHASE ORDER

Supplier **PROCUREMENT SERVICE**

Address DBM Compound, RR Road, Cristobal St.,
Paco, Manila

Tel./Fax No. 563-9352 / 563-9404

Supplier Registered with:

PO No.

Date

Terms of Payment

Mode of Procurement

12-03-06

February 28, 2012

Pre-payment

Direct Purchase

Please deliver to this office within **10 days** from receipt hereof the following:

NO	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	82	BTLS	ALCOHOL Rubbing 70% Isoprophyl, 500 ml	39.52	3,240.64
2	2	PACKS	BATTERY Alkaline size AA 2 pcs/packet	36.40	72.80
3	3	BX	CLIP PAPER, Backfold 25mm (1") 12 pcs/bx	15.60	46.80
4	2	BX	CLIP PAPER, Backfold 50mm, (2") 12 pcs/bx	42.12	84.24
5	17	BXS	CLIP,PAPER, vinyl/plastic coated, jumbo, 48mm, (100/bx)	15.27	259.59
6	34	BXS	CLIP,PAPER, vinyl/plastic coated, 32mm, small (100/bx)	8.84	300.56
7	5	BTLS	CORRECTION FLUID, waterbased 15ml/btl	12.04	60.20
8	16	PCS	CUTTER, heavy duty, retractable, L-500	10.40	166.40
9	5	PCS	DATA FILE BOX, 125mmx230mmx400mm, with closed ends	61.36	306.80
10	2	BXS	ENVELOPE, DOCUMENTARY,229mmx324mm, A4 size, 500 pcs/box	499.20	998.40
11	1	BXS	ENVELOPE, DOCUMENTARY, 254mmx381mm(10"x15") LEGAL size, 500 pcs/box	613.60	613.60
12	7	BXS	ENVELOPE, EXPANDING,legal size, 100 pcs/box	675.86	4,731.02
13	20	PCS	ENVELOPE, EXPANDING, PLASTIC w/ rubber strap, long,	49.87	997.40
14	1	BXS	ENVELOPE,MAILING, white, long ordinary, 500/box	160.00	160.00
15	5	BXS	ENVELOPE,MAILING, white, long with window, 500/box	201.50	1,007.50
16	34	PCS	ERASER rubber, rectangular, soft	6.24	212.16
17	52	BXS	FASTENER,paper, non corrosivet, metal (50sets/bx)	83.08	4,320.16
18	6	BXS	FOLDER, TAGBOARD 14 PTS, 240mmx320mm, A4, 100's/bx	244.40	1,466.40
19	9	BXS	FOLDER, TAGBOARD 14 PTS, 240mmx365mm, legal, 100's/bx	413.9200	3,725.28
20	4	BXS	FOLDER,PRESSBOARD, legal, 240mm 370mm, 100's/bx	852.00	3,408.00
21	15	SETS	MARKER, FLOURESCENT, asst. colors 3 colors per set	41.60	624.00
22	179	PCS	MARKER, PERMANENT, black, felt, buller tip, non toxic	13.00	2,327.00
23	20	PCS	MARKER, PERMANENT, blue, broad tip, non toxic	13.50	270.00
24	1	ROLLS	PAPER THERMAL, 216mmx30m,(1/2") core, in roll	37.96	37.96
25	265	RMS	PAPER, COPY Multicopy, (216mmx330mm) legal 8.5x13, 80 gsm, sub-20	144.04	38,170.60
26	814	RMS	PAPER, COPY, Multicopy, (210mmx297mm) A4 80 gsm, sub-20	146.19	118,998.66
27	1	PCS	PENCIL SHARPENER, single cutterhead, pne hole guide	147.35	147.35
28	11	BXS	PENCIL, LEAD WITH ERASER, (12's/box)	24.89	273.77
29	3	CASE	PUSH PIN, flat head type, assorted colors, 100 pcs/case	33.28	99.84
30	25	PCS	RECORD BOOK, 300 pages (pre-numbered)	52.00	1,300.00
31	36	PCS	RECORD BOOK, 500 pages (pre-numbered)	88.40	3,182.40
32	2	CART	RIBBON for Kitano Bundy Clock	644.80	1,289.60
33	7	SPOOL	RIBBON for manual typewriter	15.81	110.67
34	10	PCS	RING BINDER SIZE 1/2"X4", plastic, small	4.37	43.70
35	6	BXS	RUBBERBAND, small, 350 grms	132.68	796.08
36	19	PCS	RULER plastic 12", 300mm	4.14	78.66
37	15	PCS	SCISSORS 158mm, symmetrical	19.76	296.40
38	99	PCS	SIGN PEN, black	43.14	4,270.86
39	5	PCS	STAMP PAD FELT, 60mm x 100mm, metal case	24.84	124.20
40	2	BTLS	STAMP PAD INK with applicator (violet), 50ml	21.84	43.68
41	155	BXS	STAPLE WIRE, for standard stapler # 35, 500s/bx	25.98	4,026.90
42	50	PADS	STICK ON NOTE PAD, 75mm x 75 mm (3x3), 100 sheets/pad	34.32	1,716.00
43	5	PADS	STICK ON NOTEPAD, Multi-color, (2x2)	118.35	591.75
44	4	PCS	TAPE DISPENSER Heavy Duty 1" tape	52.00	208.00
45	14	ROLLS	TAPE MASKING size 2" (48mm)	83.82	1,173.48
46	10	ROLLS	TAPE, MASKING, size 1"	43.68	436.80
47	28	ROLLS	TAPE TRANSPARENT size 2" (48mm) 50 meters	30.11	843.08

12-03-0432

NO	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
48	73	ROLLS	TAPE, TRANSPARENT, size 1" (24mm) 50M	14.98	1,093.54
49	39	ROLLS	TAPE, PACKAGING size 2", 48mm width, 50 meters	27.92	1,088.88
50	6	BNDL	TIME CARD, Amano Bundy Clock, 190mm x 85mm, 100's/bndl	88.35	530.10
51	2	BNDL	TIME CARD, Kitano Bundy Clock 184mmx85mm, 100pcss/bndl	83.20	166.40
			JANITORIAL SUPPLIES		
52	18	CAN	AIRFRESHENER, in can aerosol type/spray mist, 280ml/150g	89.70	1,614.60
53	4	PCS	BROOM SOFT wooden or rattan handle	119.60	478.40
54	6	CAN	CLEANSER POWDER 350gms	16.59	99.54
55	6	BXS	TOILET DEODORANT CAKE, Deodorizer, 3's/box	33.28	199.68
56	30	POUCH	DETERGENT POWDER, all purpose, 500 gms/pouch	22.88	686.40
57	4	CAN	INSECTICIDE, aerosol type, 500ml/can	134.68	538.72
58	8	PCS	MOP HEAD 100% rayon, 400 gms	78.00	624.00
59	2	KGS	RAGS, cotton, approx. 7" in diameter, 35 pcs/kg	43.68	87.36
60	6	ROLLS	TWINE, PLASTIC, 1 kg per roll	62.40	374.40
			IT SUPPLIES		
61	5	PCS	CD, RECORDABLE min of 700MB, with cover	8.79	43.95
62	20	PCS	CD, REWRITABLE, high speed, 700MB/80min	17.21	344.20
63	2	PCS	FLASH DRIVE 4.0GB	320.32	640.64
64	19	CART	RIBBON FOR EPSON 2180 PRINTER (SO15086)	724.88	13,772.72
65	13	CART	RIBBON FOR EPSON LQ 300	76.75	997.75
66	2	CART	TONER CARTRIDGE FOR HP PRINTER 1100 (C4092A)	2,657.10	5,314.20
67	5	CART	TONER CARTRIDGE FOR HP PRINTER 1022N (Q2612A)	2,866.20	14,331.00
68	2	CART	TONER CARTRIDGE FOR HP PRINTER 3015N (CE255A)	5,254.02	10,508.04
69	10	CART	TONER CARTRIDGE FOR HP PRINTER 2035 (CE505A)	3,843.84	38,438.40
70	5	CART	TONER CARTRIDGE FOR EPSON ACULASER PRINTER M2010D	5,572.26	27,861.30
71	13	CART	TONER CART FOR KYOCERA FS4000DN PRINTER TK330	8,120.00	105,560.00
72	28	CART	TONER CART FOR KYOCERA FS4020DN PRINTER TK364	8,400.00	235,200.00
			for the month of March and April 2012		
TOTAL					668,253.61

Conditions:

1. The agency shall impose penalty in an amount equivalent to 1/10 percent of the total value of undelivered order for each day of the delay as liquidated damages.
2. Render your bills in triplicate copies including the original.
3. If the date of receipt of the P.O. by the dealer is not indicated, it shall be deemed on the 10th working day from the date of the approval of the P.O.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

Funds available in the amount of **P 668,253.61**

Catalina R. Amatus
CATALINA R. AMATUS
Fiscal Controller IV

Araceli J. Lainez
ARACELI J. LAINEZ
Division Chief IV, MSD

APPROVED:

12.03.0432

PAOLO JOHANN C. PEREZ

Regional Vice President

Date Approved: _____

CONFORME:

Received copy of P.O. on _____
By *[Signature]*

Angela B. Rosario
Printed Name and Signature of Supplies / Representative

DEPARTMENT OF BUDGET AND MANAGEMENT
PROCUREMENT SERVICE

17341

668,253.61

3/16/12