



PURCHASE ORDER

Supplier: GH OFFICE DEPOT	PO NO. 16-01-023
Address: 88A Monteverde Avenue, Davao City	PO Date: January 26, 2016
Contact No. 224-5400, 224-2573	Terms of Payment: 15 days
<input checked="" type="checkbox"/> VAT <input type="checkbox"/> NON-VAT TIN: 890-000-074-144	Mode of Procurement: Local Shopping

Please Deliver to this Office within 15 days from Receipt hereof the following:

PR NO.	Item No.	Qty	Unit	Item Description	Unit Cost	Total Cost
1601-06-21	18	5	boxes	Index Tab, transparent, self adhesive, 5 sets / box	66.00	330.00
	19	24	bottles	Ink, for stamp pad with applicator, red, 50 ml	30.90	741.60
	20	24	bottles	Ink, for stamp pad with applicator, violet, 50 ml	30.90	741.60
	21	1000	pieces	Laminating Film, 250 microns, 65 x 95mm	0.79	790.00
	22	10	pieces	Ring Binder, 1 inch x 44 inches, plastic, black	25.30	253.00
	23	12	pieces	Ring Binder, 1/2 inch x 44 inches, plastic, black	7.70	92.40
	24	15	pieces	Ring Binder, 3/4 inch x 44 inches, plastic, black	16.60	249.00
	25	75	boxes	Rubber Band, big	140.40	10,530.00
	26	50	boxes	Rubber Band, small	18.20	910.00
	27	39	pieces	Sign pen, black	17.00	663.00
	28	48	pieces	Sign pen, blue	17.00	816.00
	29	75	boxes	Staple Wire, B8	37.50	2,812.50
	30	34	boxes	Staple Wire # 35	20.00	680.00
	31	25	packs	Sticker Paper, A4, 10 pieces per pack	23.10	577.50
1601-06-23	32	6	tubes	Blade, for small cutter (L-200), 10 pieces / tube	8.10	48.60
	33	1602	reams	Paper, multicopy, 80 gsm, A4	160.30	256,800.60
	34	537	reams	Paper, multicopy, 80 gsm, long	177.30	95,210.10
	35	10	reams	Paper, multicopy, 80 gsm, short	150.00	1,500.00
	36	26	reams	Paper, parchment, A4, 500 sheets per ream	948.00	24,648.00
	37	24	rolls	Paper, thermal	40.00	960.00
	38	10	packs	Photo Paper, matte, A4, 10 pieces per pack	37.50	375.00
				For replenishment of office supplies		399,728.90
				Posted on GEPS: January 11, 2016		
				***** nothing follows *****		
				less: 12x 57. 17,845.04 1x 3,569.01		21,414.05 P 378,314.85

Conditions:

- 1 The agency shall impose penalty in an amount equivalent to 1/10 of 1% 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 the receipt of the P.O. by the dealer is not indicated, it is deemed received on the 10th working day of the approval of the P.O.
- 4 For imported items, IMPORTANT DOCUMENTS SPECIFICALLY showing the condition(s) and serial numbers of the equipment must be presented upon delivery.

Very truly yours, GARY S. VELAYO Administrative Officer IV	PRO-XI Budget FY 2016 BRO No. _____ Charge to: <u>MOOE</u> Exp. Code <u>774-10</u> Amount <u>\$ 399,728.90</u> PATRICK ANGELO L. UY Budget Officer Designate	Recommending Approval: ARNEIL B. SUBIBI Division Chief IV, MSD	Approved by: DENNIS B. ADRE Regional Vice President
Received copy of P.O. on _____ Received by: _____		Conformed: Supplier/Representative _____ Date <u>2-02-16</u>	