

PURCHASE ORDER

Supplier: **SUPLIMAXX OFFICE SUPPLIES & EQUIPMENT TRADING** P.O. No.: **21-026**
Address: Pilar Village, City of San Fernando (P) Date: June 28, 2021
Tel./ Fax No.: 09988668541 Term of Payment: 15 DAYS
Supplier Registered with: PHILHEALTH Mode of Procurement: SHOPPING


Please deliver to this Office within **15 working days** from receipt hereof :

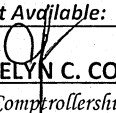
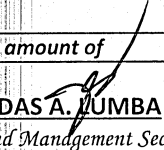

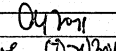
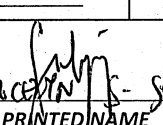
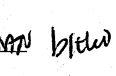
| NO. | QTY. | UNIT | ITEM / DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|-----|------|------|--|------------|---------------|
| 1 | 32 | roll | ADHESIVE TAPE size 1" double sided without foam | 24.00 | 768.00 |
| 2 | 19 | roll | ADHESIVE TAPE size 2" double sided without foam | 48.00 | 912.00 |
| 3 | 290 | pc | DATA FILE FOLDER with finger ring and clear plastic pocket for labels, material: chipboard (2mm thick) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x 15"), assorted colors | 95.00 | 27,550.00 |
| 4 | 147 | pc | MARKER FLOURESCENT, flat, chisel point, assorted colors, 3pcs/set | 43.00 | 6,321.00 |
| 5 | 72 | pc | MARKER WHITEBOARD, Black | 11.00 | 792.00 |
| 6 | 72 | pc | MARKER WHITEBOARD, Blue | 11.00 | 792.00 |
| 7 | 48 | pc | MARKER WHITEBOARD, Red | 11.00 | 528.00 |
| 8 | 285 | box | STAPLE WIRE for standard stapler, 26/6, no. 35 | 27.50 | 7,837.50 |
| | | | *****Nothing Follows***** | | |
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| | | | R3-2021-05-005 | TOTAL AMT. | PHP 45,500.50 |

Conditions:

1. The Agency shall impose penalty in an amount equivalent to 1/10 of 1 percent of the 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 receipts of this Purchase Order (P.O.) by the dealer is not indicated, it shall be deemed received within 15 working days from the date of approval.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.
5. Delivery shall be made only on MONDAYS to FRIDAYS at 8AM. except for emergency cases wherein prior notification in such cases shall be given by this office.

Very truly yours,


EVELYN E. OCAMPO
PRO3 SBAC - Head

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|--|---|---|----------|
| Certified Budget Available: | Funds available in the amount of | PHP 45,500.50 | APPROVED |
|  EVELYN C. CO FC III / Comptrollership Unit |  LEONIDAS A. ZUMBA FC IV / Fund Management Section |  EDGARDO F. FAUSTINO Acting Vice President PRO III | |
| Within the COB:  Expense Code: <u>10-000000</u> Budget: _____ Remarks: _____ | | | |
| CONFORME:  PRINCESS  SIGNATURE OVER PRINTED NAME OF SUPPLIER/ REPRESENTATIVE | | 07/09/2021 DATE RECEIVED COPY OF P.O. | |