



PURCHASE ORDER

MSSD No. 733 3/27

Procuring Department: **Sangguniang Panlalawigan**

Supplier : **GEORVI'S ENTERPRISES** P.O.: **1 0 0 2 0 0 3 No. 0266**

Address : **Calapan City, Oriental Mindoro**

E-mail Address : _____ Date : **March 23, 2020**

Telephone No. : **288-4494** Mode of Procurement : **Shopping**

TIN : **103-778-905-000**

Gentlemen:
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **SP** Delivery Term: **w/in 7 calendar days upon receipt of NTP**

Payment Term : **charge**

| Item No. | UNIT | DESCRIPTION | QTY. | UNIT COST | AMOUNT |
|------------------------|---------|---|------|-----------|-------------------|
| 1 | pcs | Ballpen (green,blue,black) retractable HBW | 150 | 13.00 | 1,950.00 |
| 2 | boxes | Binder clip - 2" | 6 | 65.00 | 390.00 |
| 3 | boxes | Binder clip - 3/4" | 12 | 40.00 | 480.00 |
| 4 | boxes | Binder clip - small | 12 | 34.00 | 408.00 |
| 5 | boxes | Binder clip - medium - 1" | 6 | 45.00 | 270.00 |
| 6 | pcs | Brown envelope - long | 100 | 4.00 | 400.00 |
| 7 | pcs | Brown envelope - short | 100 | 3.00 | 300.00 |
| 8 | packs | Cambric board long - beige/cream/white | 75 | 45.00 | 3,375.00 |
| 9 | packs | Cambric board short - beige/cream/white | 75 | 35.00 | 2,625.00 |
| 10 | pcs | Correction pen JOY/HBW | 20 | 50.00 | 1,000.00 |
| 11 | pcs | Correction tape JOY | 38 | 41.00 | 1,558.00 |
| 12 | reams | Coupon bond - long S20 70gsm HARD COPY | 150 | 275.00 | 41,250.00 |
| 13 | reams | Coupon bond - short S20 70gsm HARD COPY | 125 | 235.00 | 29,375.00 |
| 14 | pcs | Cutter - heavy duty | 3 | 381.00 | 1,143.00 |
| 15 | pads | Deskpad 5.5 x 8.5 inches | 70 | 469.00 | 32,830.00 |
| 16 | pcs | Double sided tape 1/2" CROCO | 6 | 40.00 | 240.00 |
| 17 | pcs | Double sided tape 1" CROCO | 6 | 45.00 | 270.00 |
| 18 | bottles | White glue ELMERS | 18 | 60.00 | 1,080.00 |
| Subtotal Page 1 | | | | | 118,944.00 |

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TOTAL AMOUNT IN WORD): two hundred twenty three thousand two hundred forty six pesos & 75/100 only

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours
HUBBERT CHRISTOPHER A. DOLOR, MD, MPA, MHA
 Provincial Administrator
HUMERLITO A. DOLOR MPA, PhD.
 Provincial Governor

Conforme:
GEORGE TOLENTINO

Signature Over/Printed Name of Supplier
 Date 3/24/2020 3/25

Funds Available:

ALTHEA F. AGUTAYA
 Provincial Accountant *J. Kine*

OBLIGATION REQUEST NO: 1021 C42020
 AMOUNT : ₱ 223,714.37