



PURCHASE ORDER

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 |
|----------|-------|--|-------|------------------------|------------------|
| 19 | boxes | Envelope w/ letterhead - long | 3 ✓ | 2,950.00 | 8,850.00 |
| 20 | pcs | Expanding envelope w/ garter | 75 ✓ | 20.00 | 1,500.00 |
| 21 | boxes | Fastener plastic | 12 ✓ | 45.00 | 540.00 |
| 22 | boxes | File box | 10 ✓ | 220.00 | 2,200.00 |
| 23 | pcs | Folder long | 175 ✓ | 5.25 | 918.75 |
| 24 | pcs | Sign pen 1.0 black/blue GEL IMPACT | 25 ✓ | 96.00 | 2,400.00 |
| 25 | pcs | Hard bound folder | 50 ✓ | 550.00 | 27,500.00 |
| 26 | pcs | Highlighter pen - asstd.color STABILO | 15 ✓ | 40.00 | 600.00 |
| 27 | pcs | Ink T6641 - black EPSON | 13 ✓ | 400.00 | 5,200.00 |
| 28 | pcs | Ink T6641 - cyan EPSON | 6 ✓ | 400.00 | 2,400.00 |
| 29 | pcs | Ink T6641 - magenta EPSON | 6 ✓ | 400.00 | 2,400.00 |
| 30 | pcs | Ink T6641 - yellow EPSON | 6 ✓ | 400.00 | 2,400.00 |
| 31 | boxes | Mailing envelope - long | 1 ✓ | 450.00 | 450.00 |
| 32 | boxes | Mailing envelope - short | 1 ✓ | 350.00 | 350.00 |
| 33 | rolls | Masking tape 2" CROCO | 3 ✓ | 65.00 | 195.00 |
| 34 | pcs | Calculator 12 digits-black CASIO | 2 ✓ | 815.00 | 1,630.00 |
| 35 | rolls | Packaging tape 3" - thick | 3 ✓ | 46.00 | 138.00 |
| 36 | pcs | Pigment ink | 10 ✓ | 300.00 | 3,000.00 |
| | | | | Subtotal Page 2 | 62,671.75 |

continuation at the next page...

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 percent for every day of delay shall be imposed.

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

Conforme:

GEORGE TOLENTINO

Signature Over Printed Name of Supplier

Date **3/23/20**

Funds Available:

ALTHEA F. AGUTAYA
 Provincial Accountant

OBLIGATION REQUEST NO: _____

AMOUNT : _____