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 09/12/20

PURCHASE ORDER

OFFICE OF THE BOARD MEMBER VIERNA MAE BONIEL MAGLASANG

Agency / Requisitioning Office

Supplier	32 TRADING POST	D.O. No. P.O. NO. 2019-643
Address	0111-C, J.S. Torralba St., Tagbilaran City	Date : December 4, 2019
E-mail Address		Mode of
Telephone No.	411-4013	Procurement : Bidding
TIN	145-643-373-000	

Gentlemen/Mesdames:

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

Place of Delivery :	OFFICE OF THE BOARD MEMBER VIERNA MAE BONIEL MAGLASANG	Delivery Term : Please read at the back hereof.
Address :	NEW CAPITOL SITE, TAGBILARAN CITY	Payment Term upon completion of delivery
Date of Delivery :	within 5 working days upon receipt of NTP	
Warranty Period:	with one year warranty	

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
Common use Office Supplies:					
1	bot.	Alcohol (isoprophyl 70%-500ml) - CASINO 170%	10	99.00	990.00
2	can	Air Freshener, spray 500ml - GLADE 320ML	6	234.00	1,404.00
3	pc	Correction Tape, Filmbase type, UL 6m min - SQI	10	44.50	445.00
4	pc	Data File Box Open - MEGA	5	199.00	995.00
5	pc	Envelope, Expanding, Plastic with Elastic Strap Legal - TM	100	19.90	1,990.00
6	box	Envelope, Mailing, Long, 500's - CLASSIC	2	448.00	896.00
7	pc	Envelope, Ordinary, A4 - OFFICE MAY 9x12	200	6.35	1,270.00
8	pc	Envelope, Ordinary, Legal - OFFICE MAY 10x15	200	7.40	1,480.00
9	pc	Eraser, Felt, For Blackboard/Whiteboard	2	19.50	39.00
10	box	Fastener, Plastic, 70mm between prongs - PRINCE	2	69.00	138.00
11	pc	File Tray/Organizer 3-layer(metal) - METAL	4	364.00	1,456.00
12	pack	Folder, Fancy, for A4 Size Documents	6	279.00	1,674.00
13	bundle	Folder, Fancy, for Legal Size Documents	6	324.00	1,944.00
14	pc	Folder, Expanded, Long(Green, Yellow) - P/X	120	29.00	3,480.00
15	pc	Folder, Ordinary, Legal - 14 PTS	200	6.50	1,300.00
16	pc	Folder, Ordinary, for A4 Size Documents - 14 PTS	200	5.50	1,100.00
17	bot.	Glue, All Purpose 130ml - ELMER'S	10	47.00	470.00
18	set	Marker, Fluorescent, 3 assorted colors per set - HBW	10	45.00	450.00
19	pc	Marker, Whiteboard, Blue, Felt Tip, Bullet, Black - PILOT	10	67.00	670.00
20	pc	Marker, Permanent, Bullet Type, Black - PILOT	15	57.00	855.00
21	pad	Note Pad, Stick on, 76mm x 100mm(3" x 4")min	10	64.00	640.00
22	pack	Photopaper, Matte Finish-A4 - 220 QSM	5	179.00	895.00
23	box	Paper Clip, Vinyl/Plastic Coat, Length: 48mm min - PRINCE	5	24.00	120.00

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