

# PURCHASE ORDER

## OFFICE OF BOARD MEMBER LUCILLE YAP LAGUNAY

Agency / Requisitioning Office

Supplier	3 MSG ENTERPRISES	D.O. No. P.O. NO. 2020-718
Address	Purok 4, Pondol Loon, Bohol	Date : November 9, 2020
E-mail Address	geralsev1348@gmail.com	Mode of
Telephone No.	(0948)041-3867	Procurement : NEGOTIATED
TIN	437-972-089-000	SMALL VALUE PROCUREMENT

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

Place of Delivery :	<b>OFFICE OF BOARD MEMBER LUCILLE YAP LAGUNAY</b>	Delivery Term : <b>Please read at the</b>
Address :	<b>New Capitol Building, Tagbilaran City</b>	<b>back hereof.</b>
Date of Delivery :	<b>within 5 days upon receipt of NTP</b>	Payment Term : upon completion of delivery
Warranty Period:	<b>3 months</b>	

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
<b>Office Supplies</b>					
1	pcs	Folder, white, long with cellophane cover	50	21.40	1,070.00
2	pcs	Folder, white, short with cellophane cover	50	17.40	870.00
3	pcs	Logbook/recordbook, ordinary 300 pages	6	98.30	589.80
4	ream	Paper, multicopy, S-20, A4	10	298.40	2,984.00
5	ream	Paper, multicopy, S-20, Short	10	225.30	2,253.00
6	ream	Paper, multicopy, S-20, Long	10	322.40	3,224.00
7	pack	Board paper, long	10	54.30	543.00
8	pack	Board paper, short	10	52.00	520.00
9	pack	Photopaper, matte finish, A4	10	166.40	1,664.00
10	pack	Photopaper, glossy, A4	10	298.40	2,984.00
11	box	Marker, whiteboard, black, 12's	1	511.40	511.40
12	box	Marker, whiteboard, blue, 12's	1	511.40	511.40
13	box	Marker, whiteboard, red, 12's	1	611.40	611.40
14	box	Marker for permanent fine - black	1	460.40	460.40
15	box	Marker for permanent fine - blue	1	460.40	460.40
16	box	Marker for permanent fine - red	1	460.40	460.40
17	box	Marker for permanent broad - black	1	460.40	460.40
18	box	Marker for permanent broad - blue	1	460.40	460.40

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