

**PURCHASE ORDER**  
**OFFICE OF BOARD MEMBER LUCILLE YAP LAGUNAY**

Agency / Requisitioning Office

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

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</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
38	pcs	Envelope, expanding with string & eyelet or elastic strap, long	20	16.00	320.00
39	box	Envelope, expanding, plastic with elastic strap, long	20	13.00	260.00
40	pcs	Clearbook - long, 50 leaves	5	124.00	620.00
41	box	Ballpen, ball point ordinary, 50's, black PANDA/ HBW	2	329.50	659.00
42	pcs	Sign pen, 0.5mm, black, 12's DONG-A/ PILOT	2	865.70	1,731.40
43	pcs	Pencil #2 MONGOL	20	8.50	170.00
44	pcs	Correction pen, papermate, 7ml STABIULO/ PAPERMATE	5	118.40	592.00
45	rolls	Correction tape, roller type 10m min. JOY	6	40.40	242.40
46	box	Fastener, plastic, 50s JOY/ TM/ HBW	2	78.30	156.60
47	box	Paper clip, vinyl/plastic	2	10.50	21.00
48	box	Binder clip all metal, clamping: 19mm, 12's (small)	2	14.10	28.20
49	box	Binder clip all metal, clamping: 19mm, 12's (medium)	2	35.50	71.00
50	box	Binder clip all metal, clamping: 32mm, 12's (big)	2	57.30	114.60
51	box	Binder clip all metal, clamping: 50mm, 12's (jumbo)	2	100.30	200.60
52	pcs	Manila paper 3's	5	11.40	57.00

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