Standard Form Number: SF - GOOD-58
Revised on: May 24, 2004
Standard Form Title: Purchase Order

Project Reference No. - PHO - 22 - 0275
P.R. No. - 2022 - 0657

# PURCHASE ORDER

SANGGUNIANG PANLALAWIGAN - SECRETARIAT
Agency/Procuring Entity

| | | | |
|---|---|---|---|
| Supplier : | PRIM E CONSTRUCTION SUPPLIES TRADING | D.O. No. : | P.O. # - 2022 - 616 |
| Address : | 0070, Mag-Aso, Taloto District, Tagbilaran City | Date : | November 15, 2022 |
| Telephone No.: | | Mode of Procurement : | Public Bidding |
| TIN : | | | |

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

| | | | |
|---|---|---|---|
| Place of Delivery: | SANGGUNIANG PANLALAWIGAN - SECRETARIAT, CAPITOL COMPLEX, TAGBILARAN CITY | Delivery Term: | Please Read Terms & Conditions at the back hereof |
| Date of Delivery : | SEVEN (7) DAYS UPON RECEIPT OF NOTICE TO PROCEED | Payment Term: | Upon Completion of Delivery |
| Warranty Period: | THREE (3) MONTHS | | |

| Item No. | QTY | UNIT | DESCRIPTION OF SUPPLIES | UNIT COST | AMOUNT |
|---|---|---|---|---|---|
| | | | **COMMON OFFICE SUPPLIES** | | |
| 1 | 50 | pcs. | Envelope, ordinary, Brown A4 size | 4.50 | 225.00 |
| 2 | 100 | pcs. | Envelope, ordinary, Brown/Long (folio) | 5.00 | 500.00 |
| 3 | 250 | pcs. | Envelope, Expanded with string and eyelet or elastic strap | 15.95 | 3,987.50 |
| 4 | 100 | pcs. | Folder, ordinary, A4 size | 7.95 | 795.00 |
| 5 | 100 | pcs. | Folder, ordinary, long | 7.50 | 750.00 |
| 6 | 20 | pcs. | Logbook/Record Book, Hardbound, 500 pages | 199.00 | 3,980.00 |
| 7 | 200 | reams | Paper, Multicopy, S20-A4 size | 248.00 | 49,600.00 |
| 8 | 10 | boxes | Staple Wire #35 - TM | 47.50 | 475.00 |
| 9 | 20 | pcs. | Wooden/Glass Frame (for certificate/Plaque) A4 size | 180.00 | 3,600.00 |
| | | | **IT SUPPLY** | | |
| 10 | 1 | pc | Toner CE255A Monochrome for P3015dn for HP | 6,250.00 | 6,250.00 |
| | | | **JANITORIAL/HOUSEKEEPING SUPPLIES** | | |
| 11 | 50 | packs | Battery AAA, Heavy Duty - 4's/pack - Eveready | 84.95 | 4,247.50 |
| 12 | 50 | packs | Trash bag, Large 5's/pack | 105.00 | 5,250.00 |
| | | | **CONSUMABLES** | | - |
| 13 | 20 | bottles | Ink-Continuous Ink for Epson L3110 #003, Black | 310.00 | 6,200.00 |
| 14 | 10 | bottles | Ink-Continuous Ink for Epson L3110 #003, Cyan | 320.00 | 3,200.00 |
| 15 | 10 | bottles | Ink-Continuous Ink for Epson L3110 #003, Magenta | 320.00 | 3,200.00 |
| 16 | 10 | bottles | Ink-Continuous Ink for Epson L3110 #003, Yellow | 320.00 | 3,200.00 |
| | | | x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x | | |
| | | | ***TOTAL > > >*** | | **95,460.00** |
| | | | | | VVVVVVV |
| (total amount in words) | | | **NINETY FIVE THOUSAND FOUR HUNDRED SIXTY PESOS 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 everyday of delay shall be imposed.

APPROVED
BY AUTHORITY OF THE GOVERNOR:

Very truly yours,

ASTERIA C. CABERTE
PROVINCIAL ADMINISTRATOR

Conforme:

**PRIM E CONSTRUCTION SUPPLIES TRADING**
Signature over printed name of Supplier

NOV 28 2022
Date

**ERICO ARISTOTLE C. AUMENTADO**
Governor

Date Approved: NOV 15 2022

Funds Available:

Earmarked No. : 2591
Amount : P 123,599.50