



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

Negotiated Canvass No. - 22-0486
 Purchase Request No. - 2022 - 0679

PURCHASE ORDER

PROVINCIAL ECONOMIC ENTERPRISE MANAGEMENT OFFICE

Agency/Procuring Entity




Supplier :	DELMA ENTERPRISE	D.O. No. :	P.O.# - 2022 - 651
Address :	95 Miguel Parras St., Poblacion II, Tagbilaran City	Date :	November 22, 2022
Telephone No.:		Mode of	Negotiated Canvass
TIN :		Procurement :	Small Value

Gentlemen/Mesdames:

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

Place of Delivery:	<u>PROVINCIAL ECONOMIC ENTERPRISE MANAGEMENT OFFICE, NEW CAPITOL COMPOUND, TAGBILARAN CITY</u>	Delivery Term: Please Read Terms & Conditions at the back hereof.
Date of Delivery :	<u>TEN (10) DAYS UPON RECEIPT OF NOTICE TO PROCEED</u>	Payment Term: Upon Completion of Delivery
Warranty Period:	<u>THREE (3) MONTHS</u>	

Item No.	QTY	UNIT	DESCRIPTION OF SUPPLIES	UNIT COST	AMOUNT
OFFICE SUPPLIES					
1	3	boxes	Gel pen, 12's - MyGel	460.00	1,380.00
2	10	boxes	Ballpen, ordinary, black, 12 pcs per box - Flex	110.00	1,100.00
3	10	boxes	Ballpen, ordinary, blue, 12 pcs. Per box - Flex	110.00	1,100.00
4	6	packs/box	Binder Clip (12's medium) - Decora	45.00	270.00
5	6	packs/box	Binder Clip (12's jumbo size) - Decora	55.00	330.00
6	20	packs/box	Correction tape	60.00	1,200.00
7	20	pcs.	Envelope, expanding, long, with elastic strap	33.00	660.00
8	20	pcs.	Envelope (ordinary, brown, long)	8.00	160.00
9	25	pcs.	Folder, expanded long	35.00	875.00
10	20	pcs.	Folder, ordinary long	9.00	180.00
11	10	btl.	Glue, all purpose, 130g - TM	55.00	550.00
12	10	pcs.	Highlighter, pen type, broad - HBW	55.00	550.00
13	3	pcs.	Ink for marker, black, permanent - Pilot	250.00	750.00
14	3	btl.	Ink for whiteboard marker, black - Pilot	220.00	660.00
15	4	pcs.	Logbook/Record Book, 500 pages - Valiant	175.00	700.00
16	4	pcs.	Columnar, 3 columns	55.00	220.00
17	4	pcs.	Columnar, 4 columns	55.00	220.00
18	4	pcs.	Columnar, 10 columns	70.00	280.00
19	10	packs.	Sticky note, (1 inch, 4 pads per pack)	45.00	450.00
20	10	packs	Sticky note pads	55.00	550.00
21	30	reams	Bondpaper, S20, A4 - Double A	235.00	7,050.00
22	30	reams	Bondpaper, S20, long - Double A	260.00	7,800.00
23	10	reams	Board Paper, A4, 10s - Long	50.00	500.00
24	10	boxes	Staple wire # 35 - Prince	60.00	600.00
25	6	boxes	Paper Clip, medium size - Decora	50.00	300.00
26	5	rolls	Scotch Tape 1" - Croco	40.00	200.00
27	5	pcs.	Document Filers/Organizer - Single box	200.00	1,000.00
INKS AND TONER					
28	6	pcs.	HP Ink# 680 black	740.00	4,440.00
29	6	pcs.	HP Ink# 680 colored	750.00	4,500.00
30	3	btl.	HP - GT51 black ink (90cc)	400.00	1,200.00
31	3	btl.	HP - GT52 cyan ink (90cc)	360.00	1,080.00
32	3	btl.	HP - GT52, magenta (90cc) - HP	360.00	1,080.00
33	3	btl.	HP - GT52, yellow (90cc) - HP	360.00	1,080.00
34	3	btl.	ink for Printer L565 Epson Black - Espon	390.00	1,170.00

35	3	btls.	Ink for Printer L565 Epson Magenta - Epson	390.00	1,170.00
36	3	btls.	Ink for Printer L565 Epson yellow - Epson	390.00	1,170.00
37	3	btls.	Ink for Printer L565 Epson blue - Epson	390.00	1,170.00
38	3	btls.	Ink for Epson L120	390.00	1,170.00
39	2	btls.	Toner for Fuji Xerox (Docuprinter)	1,800.00	3,600.00
40	2	btls.	Toner for Ineo 165	4,600.00	9,200.00
HOUSEKEEPING SUPPLIES					
41	5	gals	Alcohol, 70%, 1 gram - Casino	795.00	3,975.00
42	100	packs	Detergent Powder, 65 grams - Wings 55g	10.00	1,000.00
43	5	btls.	Liquid Hand Soap, 500mL - aquavera / Jewel	200.00	1,000.00
44	3	btls.	Glass Cleaner with sprayer	160.00	480.00
45	5	gals	Dishwashing Liquid, 1 gal - cymix	540.00	2,700.00
46	5	btls.	Furniture Polish, 160mL - pledge	165.00	825.00
47	20	packs	Garbage Bag, medium size, black, 10's	80.00	1,600.00
48	20	packs	Garbage Bag, Large size, black, 10's	85.00	1,700.00
49	20	packs	Garbage bag, XL	110.00	2,200.00
x-x					
TOTAL > > >					77,145.00
VVVVVVVV					
Page 2 of 2 pages ...					
(total amount in words) SEVENTY SEVEN THOUSAND ONE HUNDRED FORTY FIVE 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. Conforms:					
 DELMA ENTERPRISE Signature over printed name of Supplier <u>DEC 21 2022</u> Date			APPROVED BY AUTHORITY OF THE GOVERNOR: Very truly yours,  ACTERIA C. CASERTE PROVINCIAL ADMINISTRATOR ERICO ARISTOTLE C. AUMENTADO Governor Date approved: <u>NOV 22 2022</u>		
Funds Available:  EUSTAQUIO A. SOCORIN Provincial Treasurer			Earmarked No. : <u>2650</u> Amount : <u>P 77,230.00</u>		