



PURCHASE ORDER

Rev No 00
Effectivity Date 06/03/2019

Supplier DLBB PAPEL LAPIS AT IBA PA
Address. POB. SAN VICENTE, MALOLOS, BULACAN
TIN

P.O No 2022-2-44
Date 02/16/2022
Mode of Procurement Shopping

Gentlemen

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

Place of Delivery _____ Delivery Term 30 days
Date of Delivery _____ Payment Term _____

Item No	Quantity	Unit	Articles & Description	Unit Cost	Amount
1	94	pack	Battery Dry Cell AA	41 00	3 854 00
2	87	pack	Battery Dry Cell AAA	59 75	5 198 25
3	21	pack	Battery Dry Cell D	74 00	1 554 00
4	49	pc	Cutter Blade	28 00	1 372 00
5	20	pc	Calculator	350 00	7 000 00
6	6	box	Continuous Form 2 ply:250x241mm(legal:S16)	1 709 00	10 254 00
7	10	ream	Copy Paper A3	420 00	4 200 00
8	28	ream	Copy Paper Letter	190 00	5 320 00
9	36	pc	Cutter	32 75	1 179 00
10	465	pc	Data File Box(Magazine File Single)	108 00	50 220 00
11	181	pc	Data Folder Archfile(Vertical: Patayo)	95 00	17 195 00
12	32	pc	Dating and Stamping Machine(Colop S120SD 4mm)	349 75	11 192 00
13	29	box	Envelope Brown A4 (500s/bx)	1 260 00	36 540 00
14	43	box	Envelope Brown Long (500s/bx)	1 600 00	68 800 00
15	381	pc	Envelope Expanding Plastic Long	42 00	16 002 00
16	15	box	Envelope Mailing	275 00	4 125 00
17	46	set	File Tab Divider Bristol Board A4	34 00	1 564 00
18	47	set	File Tab Divider Bristol Board Long	35 00	1 645 00
19	21	pack	Folder Ordinary Brown or White A4 100s	480 00	10 080 00
20	78	pcs	Glue All Purpose	52 00	4 056 00
Sub total					261 350 25

Total Amount in Words

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of the per cent for every day of delay shall be imposed

Very truly yours,

JAMESON H. TAN, Ed. D.
SUC President III

[Signature]

Conforme: **DORIS GRACE G. BUCAL**
(Signature over printed name)
2-23-22
Date

Funds Available:

MA. DOLORES G. BERSAMINA
Accountant III 2/22

ALOBS No 101-22-2-134
Amount P/P 385,923.75

RECEIVED
ON 2/23/22
BY *[Signature]*

Supplier: DLBB PAPEL LAPIS AT IBA PA
 Address: POB SAN VICENTE, MALOLOS, BULACAN
 TIN

P.O. No: 2022-2-44
 Date: 02/16/2022
 Mode of Procurement: Shopping

Gentlemen

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

Place of Delivery _____
 Date of Delivery _____
 Delivery Term: 30 days
 Payment Term: _____

Item No	Quantity	Unit	Articles & Description	Unit Cost	Amount
21	343	box	Index Tab Transparent	84 00	28,812 00
22	113	pcs	Magazine File Box Large (Double)	196 00	22,148 00
23	61	roll	Packaging Tape 48mm(5meters)	31 00	1,891 00
24	129	box	Pencil Lead w/ Eraser	86 00	11,094 00
25	34	pcs	Pencil Sharpener	22 75	773 50
26	39	pcs	Puncher Heavy Duty	210 00	8,190 00
27	34	box	Rubber Band 18	315 00	10,710 00
28	233	pcs	Sign Pen black	21 75	5,067 75
29	168	pcs	Sign pen blue	21 75	3,610 50
30	112	pcs	Sign pen Red	21 75	2,436 00
31	53	pcs	Staple Remover Plier	67 50	3,577 50
32	83	box	Stapler Wire 23/13	49 75	4,129 25
33	108	box	Staple Wire Standard	59 00	6,372 00
34	12	pcs	Stapler Heavy Duty	399 00	4,788 00
35	36	pcs	Stapler Standard Type(35# Ordinary)	38 00	1,368 00
36	103	pad	Sticky Note 2x3	18 50	1,905 50
37	119	pad	Sticky Note 3x4	27 50	3,272 50
38	41	pcs	Tape Dispenser	108 00	4,428 00
			Sub total		261,350 25
			Grand Total		385,923 75

Total Amount in Words: Three hundred eighty five thousand nine hundred twenty three pesos and seventy five centavos

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of the per cent for every day of delay shall be imposed

Very truly yours,

Buccat

Beverly Grace C. Buccat

Conforme DLBB PAPEL LAPIS AT IBA PA

(Signature over printed name)

2-23-22

Date

JAMESON H. TAN, Ed. D.
 SUC President III

Funds Available

MA. DOLORES G. BERSAMINA

Accountant III 2/22

ALOBS No
 Amount

101-22-2-134
 ₱ 385,923.75

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