

Department of Justice
National Prosecution Service
REGIONAL PROSECUTION OFFICE
Region XII
Koronadal City

PURCHASE ORDER

Supplier: People's General Merchandise School and Office Supplies

P.O. No.: _____

Address: Alunan Avenue, Koronadal City

Date: _____

Mode of Procurement: Shopping

Madam: Please furnish this office the following articles subject to the terms and condition contained herein:

Place of Delivery: 3/F Prosecutors Building, Hall of Justice
Compound, Koronadal City

Delivery Term: _____

Date of Delivery: _____

Payment Term: Send Bill

Stock No.	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	boxes	Envelope, documentary, for legal size document, 500 pieces per box	4	1,125.00	4,500.00
2	boxes	Envelope, mailing, white, 500 pieces per box, 80 gsm	25	341.00	8,525.00
3	pads	Paper, pad, ruled, size, 216mmx330mm (±2mm)	10	34.00	340.00
4	boxes	Staple wire, standard, No. 35	50	30.00	1,500.00
5	jars	Glue, all-purpose, 300 grams min.	18	96.00	1,728.00
6	sets	Marker, flourescent, 3 colors per set	18	51.00	918.00
7	pads	Stamp pad, felt pad, min 60mm x 100mm	6	30.75	184.50
8	boxes	Folder, pressboard, size: 240mmx370mm, white	4	2,375.00	9,500.00
9	pcs	Ruler, plastic, 12"	18	5.00	90.00
10	packs	Folder, tagboard, legal size, 100 pcs per pack	15	500.00	7,500.00
11	boxes	Paper clip, gem type, 32mm, 100 pcs per box	10	10.25	102.50
12	tubes	Cutter blade, heavy duty cutter, 10 pcs per tube	1	17.00	17.00
13	units	Mouse, optical, USB connection type	2	184.00	368.00
14	packs	Battery, AA, alkaline, 2 pcs/blister pack	8	84.75	678.00
15	packs	Battery, AAA, alkaline, 2 pcs/blister pack	4	84.75	339.00
16	pcs	Envelope, expanding, plastic, 0.50mm thickness min	50	27.25	1,362.50
17	pcs	Magazine file box, large size, made of chipboard	3	125.00	375.00
18	pcs	Clearbook, 20 transparent pockets, for legal size	3	42.50	127.50
19	pcs	Eraser, plastic/rubber, for pencil draft/writing	8	17.00	136.00
20	boxes	STAPLE WIRE, for heavy duty staplers, (23/13)	2	42.50	85.00
21	packs	RECHARGEABLE BATTERY W/ CHARGER	2	601.25	1,202.50
22	bottles	Ink cart, Epson T6641, Black	40	312.50	12,500.00
23	bottles	Ink cart, Epson T6642, Cyan	14	312.50	4,375.00
24	bottles	Ink cart, Epson T6643, Magenta	14	312.50	4,375.00
25	bottles	Ink cart, Epson T6644, Yellow	12	312.50	3,750.00
26	books	Record book, hard bound, No. 85, 500 pages	6	535.25	3,211.50
27	pcs	Sign pen, 1.0, Black	40	64.75	2,590.00
28	bottles	Ink cart, Epson 003, Black	30	312.50	9,375.00
29	bottles	Ink cart, Epson 003, Cyan	14	312.50	4,375.00

30	bottles	Ink cart, Epson 003, Magenta	14	312.50	4,375.00
31	bottles	Ink cart, Epson 003, Yellow	14	312.50	4,375.00
32	pads	Note pad, stick on, 76mm x 100mm (3"x4") min	15	27.25	408.75
33	pads	Note pad, stick on, 76mm x 76mm (3"x3") min	13	20.50	266.50
34	pack	Folder, long, pink, 100 pcs per pack	1	675.00	675.00
35	boxes	Staple wire, # 23/23	2	109.00	218.00
36	reams	Paper, bond, legal, yellow, sub18	3	244.25	732.75
37	pcs	Ziplock, large	5	295.50	1,477.50
38	boxes	Envelope, documentary, for A4 size document, 500 pieces per box	1	1,125.00	1,125.00
39	pcs	Multipurpose correction pen	9	119.25	1,073.25
40	boxes	Envelope, kraft, non-expanding long	10	1,125.00	11,250.00
41	boxes	Staple wire, Bostitch B8	1	62.50	62.50
42	pcs	Printer HP Laserjet P1102 Toner	1	4,318.25	4,318.25
43	boxes	Light Bulb, LED, 7 watts, 1 pc in individual box	10	125.00	1,250.00
44	unit	Facsimile Machine, uses thermal paper	1	9,375.25	9,375.25
45	pcs	Dating and Stamping Machine, heavy duty	2	375.00	750.00

One Hundred Twenty-five Thousand Eight Hundred and Sixty-two Pesos and

(Total Amount in Words) **75/100 Centavos Only**

PhP 125,862.75

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 every day of delay shall be imposed on the undelivered item/s.

Very truly yours,
Al P. Calica
AL P. CALICA

Regional Prosecutor

Conforme:

Herul C. Ombanao

(Signature over Print Name of Supplier)

Date: 8/19/20

Funds Cluster: _____

Funds Available: _____

ORS/BURS NO. : _____

Date of the ORS/BURS: _____

Amount: _____

Chief Accountant

