

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

**PURCHASE ORDER**

Supplier: Starbright Office Depot  
Address: Koronadal City

P.O. No.: \_\_\_\_\_

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	reams	Paper, multi-purpose, legal, sub20	240	190.00	45,600.00
2	reams	Paper, multi-purpose, A4, sub20	60	177.00	10,620.00
3	pcs	Correction tape, 6 meters (min), 1 piece in individual plastic	80	17.75	1,420.00
4	boxes	Paper fastener, plastic coated (rust free, sharp free, 50s)	35	31.50	1,102.50
5	boxes	Envelope, expanding, kraftboard, for legal size document, 100 pcs per box	4	1,167.00	4,668.00
6	rolls	Tape, transparent, 48mm (±1mm), 50 meters	10	21.50	215.00
7	pairs	Scissors, heavy duty, big	13	71.50	929.50
8	boxes	Paper fastener, non-rust metal, 25mm, 50 sets per box	30	31.50	945.00
9	rolls	Tape, transparent, width: 24mm (±1mm)	27	10.50	283.50
10	boxes	Rubber band, 70mm min lay flat length(#18)	20	106.50	2,130.00
11	pcs	Tape dispenser, table top, for 24mm width tape	2	81.50	163.00
12	books	Record book, 300 pages, size: 214mm x 278mm min	5	65.00	325.00
13	books	Record book, 500 pages, size: 214mm x 278mm min	8	94.50	756.00
14	pcs	Marker, Permanent, bullet type, black	40	37.50	1,500.00
15	pcs	Marker, Permanent, bullet type, blue	35	37.50	1,312.50
16	bottles	Stamp pad ink, violet	6	20.00	120.00
17	pcs	Cartolina, assorted colors (blue, red, green, orange, yellow)	15	6.50	97.50
18	pcs	Notebook, stenographer's, 40 leaves, spiral	1	10.50	10.50
19	bottles	Correction fluid	1	20.00	20.00
20	pcs	Ruler, plastic, 18"	3	31.50	94.50
21	pcs	Data file box, made of chipboard with closed ends	5	108.00	540.00
22	pcs	Marker, Permanent, bullet type, red	11	37.50	412.50
23	pcs	Sign pen, red, liquid/gel ink, 0.5mm needle tip	10	21.50	215.00
24	pcs	File folder, long, brown	500	5.00	2,500.00
25	boxes	Ballpen, Matrix, Black (50 pieces per box)	4	225.00	900.00
26	pcs	Marker, Permanent, broad, black	23	35.50	816.50
27	cart	Ribbon cartridge, Epson #8750, Black, for LX-300	1	163.00	163.00
28	pcs	Sign pen, black, liquid/gel ink, 0.5mm needle tip	90	21.50	1,935.00
29	pcs	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	45	19.00	855.00
30	pcs	Pen, ball point, pe, (BP-S) black, refillable	120	23.50	2,820.00
31	pcs	Pen, ball point, pe, (BP-S) blue, refillable	80	23.50	1,880.00
32	boxes	Pencil, lead, w/ eraser, wood cased, hardness:HB	6	76.00	456.00
33	pads	Note pad, stick on, 50mm x 76mm (2"x3") min	13	14.50	188.50
34	boxes	Clip, backfold, all metal, clamping: 19mm(±1mm)	21	13.00	273.00
35	boxes	Clip, backfold, all metal, clamping: 25mm(±1mm)	17	20.50	348.50
36	boxes	Clip, backfold, all metal, clamping: 32mm(±1mm)	22	30.00	660.00
37	boxes	Clip, backfold, all metal, clamping: 50mm(±1mm)	22	68.00	1,496.00
38	bottles	Stamp pad ink, black, 30 mL	2	20.00	40.00
39	pcs	Desk tray, 3 layers	4	321.00	1,284.00

40	reams	Paper, multi-purpose, legal, sub18	30	187.00	5,610.00
41	boxes	Pushpin	1	14.50	14.50
42	pcs	Marker, Permanent, broad, blue	3	35.50	106.50
43	reams	Paper, multi-purpose, legal, sub16	1	146.00	146.00
44	pcs	File folder, expanding, long, maroon	8	28.00	224.00
45	boxes	Carbon film, PE, black, size 210mm x 297mm	1	617.50	617.50
46	boxes	Paper fastener, plastic coated (rust free, sharp free, 50s), 8"	5	145.00	725.00
47	reams	Paper, multi-purpose, A4, sub18	3	177.00	531.00
48	pcs	Sign pen ink refill, black	5	13.00	65.00
49	pcs	Sign pen ink refill, blue	5	13.00	65.00
50	pcs	Sign pen, 0.7 mm, black	3	19.50	58.50
51	reams	Paper, multi-purpose, legal, sub20, blue	1	344.50	344.50
52	pcs	Cutter knife, for general purpose	4	51.50	206.00

(Total Amount in Words) **Ninety-eight Thousand Eight Hundred and Nine Pesos Only** PHP **98,809.00**

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.

*Bernadete Oichoso*  
BERNADETE OICHOSO

**STARBRIGHT OFFICE DEPOT, INC**

Conforme: **Gensan Drive, Koronadal City**  
**Tel. # 228- 8868 / Fax # 520- 0636**

(Signature over Print Name of Supplier)

Date: 08/19/2020

Very truly yours,

*Al P. Calica*  
AL P. CALICA

Regional Prosecutor

Funds Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_

ORS/BURS NO. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount: \_\_\_\_\_

\_\_\_\_\_  
Chief Accountant

