

PURCHASE ORDER
Office of the Regional Prosecutor
Region XI

Supplier: **GH OFFICE DEPOT**

P.O. No.: 2022-CUS-JUNE-001

Address: Monteverde Street, Davao City

Date: 1-Jun-22

Mode of Procurement Shopping

RIS No./s.: 2022-CUS-SEM1-001

Gentlemen:

Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: Office of the Regional Prosecutor
Region XI

Delivery Term: _____

Date of Delivery: 10 days upon receipt of approved P.O.

Payment Term: SEND BILL (ADA)

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OFFICE SUPPLIES					
1	CAN	19	DISINFECTANT, AEROSOL, SOLVAC	331.40	6,296.60
2	BOX	15	DOCUMENT ENV, LONG, 500's	865.80	12,987.00
3	BOX	4	FOLDER, PRESSBOARD, LONG	1,200.00	4,800.00
4	JAR	24	GLUE, ALL PURPOSE, GOLD MEDAL	35.60	854.40
5	REAM	315	BOOKPAPER, SUBS. 20, A4, WHITE	169.00	53,235.00
6	REAM	591	BOOKPAPER, SUBS. 20, LONG, WHITE	188.00	111,108.00
7	PAD	12	PAPER, RULED, LONG, 80's	23.90	286.80
8	PIECE	30	RECORDBOOK, 300 PAGES, COPYRIGHT	56.00	1,680.00
9	PIECE	60	RECORDBOOK, 500 PAGES, COPYRIGHT	72.00	4,320.00
10	BOX	45	STAPLE WIRE, NO. 35, 5000's, UK	28.00	1,260.00
11	ROLL	36	TAPE, TRANSPARENT, 1", ARMOUR	13.90	500.40
12	PIECE	281	BALLPEN, FINE POINT, HBW 9801, BLACK	3.20	899.20
13	PIECE	187	BALLPEN, FINE POINT, HBW 9801, BLUE	3.20	598.40
14	PIECE	92	BALLPEN, FINE POINT, HBW 9801, RED	3.20	294.40
15	REAM	60	BONDPAPER, SUBS. 16, LONG, WHITE, BONUS	135.00	8,100.00
				TOTAL	207,220.20

(Total Amount in Words) **Two Hundred Seven Thousand Two Hundred Twenty and 20/100 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 percent for every day of delay shall be imposed.

Conforme:

Very truly yours,

(Signature over printed name)

JANET GRACE B. DALISAY-FABRERO
Regional Prosecutor

Date

(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. _____

Certified Correct: _____ Date: _____

PURCHASE ORDER
Office of the Regional Prosecutor
Region XI

Supplier: <u>GH OFFICE DEPOT</u>	P.O. No.: <u>2021-CUS-JUNE-002</u>
Address: <u>Monteverde Street, Davao City</u>	Date: <u>1-Jun-22</u>
	Mode of Procurement: <u>Shopping</u>
	RIS No./s.: <u>2022-CUS-SEM1-001</u>

Gentlemen:

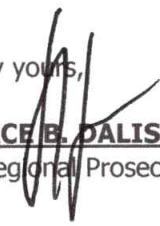
Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: <u>Office of the Regional Prosecutor Region XI</u>	Delivery Term: _____
Date of Delivery: <u>10 days upon receipt of approved P.O.</u>	Payment Term: <u>SEND BILL (ADA)</u>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OFFICE SUPPLIES					
1	TUBE	16	FLUORESCENT TUBE, 18-20 WATTS, FIREFLY	88.80	1,420.80
2	TUBE	17	FLUORESCENT TUBE, 36-40 WATTS, FIREFLY	98.00	1,666.00
3	TUBE	24	LIGHT TUBE, LED, LONG SIZE	275.00	6,600.00
4	TUBE	24	LIGHT TUBE, LED, SHORT SIZE	250.00	6,000.00
5	PACK	20	INDEX CARD, 3x5 INCHES, 100's	17.50	350.00
6	CAN	36	MOSQUITO REPELLER, AEROSOL	233.00	8,388.00
7	BOX	3	PENCIL, LEAD W/ ERASER, HB, 12's	73.10	219.30
8	PACK	22	SPECIALTY PAPER, LONG, IVORY, CANNON	48.40	1,064.80
9	PIECE	18	STAMP, SELF INKING, 25mm x 70mm	654.50	11,781.00
10	PIECE	12	STAPLER, NO. 35, MINIMUM OF 200 STAPLES	109.00	1,308.00
11	PIECE	20	STORAGE BOX, 2WHD	118.00	2,360.00
TOTAL					41,157.90

*(Total Amount in Words) **Forty-One Thousand One Hundred Fifty-Seven and 90/100 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 percent for every day of delay shall be imposed.

Conforme: _____ _____ (Signature over printed name) _____ Date	Very truly yours,  JANET GRACE B. DALISAY-FABRERO Regional Prosecutor
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(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. _____

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