

**PURCHASE ORDER**

Department of Justice  
Agency

Supplier: LEGAZPI JEBSON TRADING  
Address: Magallanes St., Legazpi City  
TIN : 928-393-022-000  
Contact No. 0905-426-6332

P.O. No.: 2022-08-020  
Date : 08/22/2022  
Mode of Procurement: Shopping

Gentlemen:

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

Place of Delivery: Regional Prosecution Office, Legazpi City Delivery Term: FOB Destination  
Date of Delivery: September 21, 2022 Payment Term: N/30

Stock No.	Unit	DESCRIPTION	Quantity	Unit Cost	AMOUNT
018	piece	Correction Tape 8m	500	20.50	10,250.00
022	box	Envelope, Documentary, Legal, Brown	24	975.00	23,400.00
023	box	Envelope, Expanding Kraft, Legal, Brown	9	1,300.00	11,700.00
033	piece	Glue, all purpose 120g, Elmers	107	54.00	5,778.00
037	piece	Marker, Whiteboard, felt tip, bullet type, black	32	42.00	1,344.00
046	pad	Note Pad, stick on, 3" x 3", HBW	59	19.50	1,150.50
047	pad	Note Pad, stick on, 3" x 4", HBW	77	25.00	1,925.00
044	piece	Notebook Stenographer, 60's	32	23.50	752.00
053	ream	Paper, Multicopy, 80gsm, Legal 216mm x 330mm, Copy	1080	252.00	272,160.00
059	book	Record Book, 300 pages	50	70.00	3,500.00
060	book	Record Book, 500 pages	103	100.00	10,300.00
069	box	Staple wire, standard #35, Joy	58	33.50	1,943.00
077	roll	Twine, plastic, 1 kg	8	90.00	720.00
019	piece	Data File Box	13	135.00	1,755.00
011	pack	Battery AAA, dry cell 2/pack, Energizer	18	95.00	1,710.00
010	pack	Battery AA, dry cell 2/pack, Energizer	12	95.00	1,140.00
089	piece	External Hard Drive 1TB 2.5HDD, USB3.0, Adata	1	5,200.00	5,200.00
040	piece	Marker, Permanent, Black, Bullet Type, Pilot	130	35.00	4,550.00
041	piece	Marker, Permanent, Blue, Bullet Type, Pilot	94	35.00	3,290.00
042	piece	Marker, Permanent, Red, Bullet Type, Pilot	90	35.00	3,150.00
061	box	Rubber band #18	12	175.00	2,100.00

**THREE HUNDRED SIXTY-SEVEN THOUSAND EIGHT HUNDRED SEVENTEEN PESOS & 50/100 ONLY. 367,817.50**

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 on the undelivered item/s.

Conforme:

*Legazpi's*  
**Jebson Trading**  
Magallanes St. Legazpi City

Tel. # 480-3398 Fax # 480-3398

Signature over Printed Name of Supplier

Date

Very truly yours,

**MARY MAY B. DE LEON**

Signature over Printed Name of Authorized Official

Regional Prosecutor

Head of the Procuring Entity

Fund Cluster: \_\_\_\_\_

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

Signature over Printed Name of Chief Accountant/Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount: \_\_\_\_\_