

Republic of the Philippines  
 PROVINCE OF SOUTHERN LEYTE  
 City of Maasin

**PURCHASE ORDER**  
 Provincial Government of southern Leyte  
 Agency/Procuring Entry

Supplier : <b>MAASIN UNION TRADING</b>	P.O. No. : <b>0120-A</b>
Address : Maasin City, Southern Leyte	Date : <b>APR 30 2021</b>
Tel.No. :	Mode of Procurement:
TIN :	Small Value Procurement
	PR. No./s: <b>0200</b>

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

Place of delivery: PGSO  
 Date of Delivery: 20 CALENDAR DAYS

Item No.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	ream	30	Paper, multi-purpose copy, legal, 70 gsm <b>A-ONE</b>	250.00	7,500.00
7	box	1	Envelope, expanded, craft board, legal <b>MARINE</b>	1,650.00	1,650.00
17	unit	3	Stapler heavy duty No. 35 <b>MAX</b>	350.00	1,050.00
19	box	1	Mailing Envelope white with window, long <b>MARINE</b>	650.00	650.00
For use in PLO					
					<b>10,850.00</b>

Note: Please see terms and conditions at the back **10,850.00**

(Total Amount in Words) TEN THOUSAND EIGHT HUNDRED FIFTY 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 (1) percent of everyday of delay shall be imposed.

Conforme:

**AIDA DELAROSA**

Signature Over Printed Name of Supplier

Date

**DAMIAN G. MERCADO**

Provincial Governor  
 Authorized Official

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

Approved per Sanggunian Resolution No.: \_\_\_\_\_

Certified Correct: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary to the Sanggunian