

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

Supplier : **MAASIN UNION TRADING**  
 Address : Maasin City, Southern Leyte  
 Tel.No. :  
 TIN :  
 P.O. No. : **0670-A**  
 Date : **DEC 23 2021**  
 Mode of Procurement:  
 Small Value Procurement  
 PR. No./s: **0772**

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

Place of delivery: PGSO  
 Date of Delivery: 30 calendar days

Item No.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
<b>LOT 1 - OFFICE SUPPLIES</b>					
1	doz	2	Brown Envelope short	30.00	60.00
2	doz	1	Brown Envelope long	42.00	42.00
3	pcs	24	Correction Tape 8mm	38.00	912.00
8	pcs	5	Clear Book short	60.00	300.00
9	pcs	5	Clear Book long	65.00	325.00
10	pcs	2	Calculator 12 digit	795.00	1,590.00
14	pcs	2	White Board Marker	68.00	136.00
15	box	3	Paper Clip small	18.00	54.00
18	pcs	5	Sticky Note	40.00	200.00
19	pcs	3	Permanent Pen Marker broad	48.00	144.00
20	pcs	3	Permanent Pen Marker fine	48.00	144.00
21	bot	3	Refill Ink for permanent marker black	105.00	315.00
22	pcs	3	3 layer metal desk tray	795.00	2,385.00
<b>LOT 2 - HOUSEKEEPING SUPPLIES</b>					
1	bot	100	Alcohol 70% Ethyl scented 500ml	105.00	10,500.00
2	pack	5	Toilet Paper 2 ply 12 pack	190.00	950.00
4	bot	6	Dishwashing Liquid 500ml	115.00	690.00
5	doz	1	Detergent Powder 50 grams	168.00	168.00
7	pack	1	Garbage Bag large	145.00	145.00
8	pcs	4	Mini Trash Bin	165.00	660.00
<b>FOR USE IN TOURISM</b>					

Note: Please see terms and conditions at the back

**19,720.00**

(Total Amount in Words) NINETEEN THOUSAND SEVEN HUNDRE TWENTY 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: *A*  
**AIDA DELA ROSA**  
 Signature Over Printed Name of Supplier

Date: **12/24/21**

**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