

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>0321</b>
Address : Maasin City, Southern Leyte	Date : <b>SEP 01 2021</b>
Tel.No. :	Mode of Procurement:
TIN :	Small Value Procurement
	PR. No./s: <b>0474</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	50	Bond Paper A4, 70 gsm <b>A-ONE</b>	245.00	12,250.00
2	ream	10	Bond Paper legal, 70 gsm <b>A-ONE</b>	255.00	2,550.00
3	pcs	6	Correction Pen, metal tip <b>UNI</b>	130.00	780.00
4	box	12	File Paper plastic coated <b>TM</b>	40.00	480.00
5	pcs	50	Ballpen, black <b>CELLO</b>	7.00	350.00
6	ream	30	Multi-Purpose Paper, legal 80gsm <b>IK-PLUS</b>	280.00	8,400.00
7	box	2	Folder, long 18 pts, box/100 <b>SYSTEM</b>	650.00	1,300.00
8	box	2	Folder, A4 18 pts, box/100 <b>SYSTEM</b>	620.00	1,240.00
For use in PGSO					
					<b>27,350.00</b>

Note: Please see terms and conditions at the back **27,350.00**

(Total Amount in Words) TWENTY SEVEN THOUSAND THREE 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 DE LA ROSA**

Signature Over Printed Name of Supplier

Date

*9/1/21*

**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