

Republic of the Philippines  
 PROVINCE OF SOUTHERN LEYTE  
 City of Maasin

**PURCHASE ORDER**

Provincial Government of southern Leyte  
 Agency/Procuring Entry

Supplier : QDK ENTERPRISES  
 Address : MAASIN CITY, SO.LEYTE

P.O. No. : 0062  
 Date : AUG 14 2020  
 Mode of Procurement:  
 Small Value Procurement  
 PR. No./s: 0209

Tel.No. :  
 TIN :

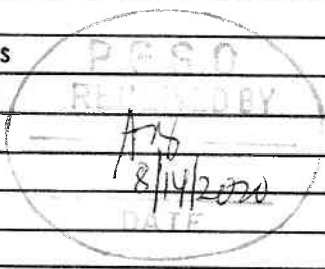
Gentlemen:

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

Place of delivery: PGSO

Date of Delivery: 20 CALDENDAR DAYS

| Item No. | UNIT  | QTY | DESCRIPTION                                   | UNIT COST | AMOUNT    |
|----------|-------|-----|---|-----------|-----------|
|          |       |     | <b>LOT 1- OFFICE SUPPLIES</b>                 |           |           |
| 1        | packs | 4   | Folder, short                                 | 600.00    | 2,400.00  |
| 2        | packs | 6   | Folder Legal Size                             | 650.00    | 3,900.00  |
| 3        | jar   | 24  | Glue, All Purpose 200grms.                    | 79.00     | 1,896.00  |
| 4        | ream  | 60  | Paper Multi Copy, A4 size Copy & laser S20    | 248.00    | 14,880.00 |
| 5        | ream  | 80  | Paper Multi Copy, Legal size Copy & laser S20 | 279.00    | 22,320.00 |
| 6        | pcs   | 24  | HP Ink No. 704, Black                         | 690.00    | 16,560.00 |
| 7        | pcs   | 24  | HP Ink No. 704, Colored                       | 690.00    | 16,560.00 |
| 8        | pcs   | 36  | HP Ink No. 678, Black                         | 694.00    | 24,984.00 |
| 9        | pcs   | 24  | HP Ink No. 678, Colored                       | 694.00    | 16,656.00 |
| 10       | pcs   | 200 | Ballpen, Black                                | 7.00      | 1,400.00  |
| 12       | pcs   | 12  | Flash Drive 16GB Kingston                     | 500.00    | 6,000.00  |
|          |       |     | <b>LOT 2- HOUSEKEEPING SUPPLIES</b>           |           |           |
| 14       | pcs.  | 48  | Alcohol 70% 500ml (gal-8 bts.)                | 100.00    | 4,800.00  |
| 15       | pcs.  | 24  | Broom, Abaca                                  | 98.00     | 2,352.00  |
|          |       |     | <b>FOR USE IN OSP</b>                         |           |           |



Note: Please see terms and conditions at the back

**134,708.00**

(Total Amount in Words) ONE HUNDRED THIRTY FOUR THOUSAND SEVEN HUNDRED EIGHT 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: *[Signature]*  
 Dante B. Cabrera

Signature Over Printed Name of Supplier

Date 8-18-2020

*[Signature]*  
**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