

Republic of the Philippines  
 PROVINCE OF SOUTHERN LEYTE  
 City of Maasin

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

Supplier : QDK ENTERPRISES	P.O. No. : 0055
Address : Maasin City	Date : 17 SEP 2020
Tel.No. : 570-9654	Mode of Procurement: Small Value Procurement
TIN :	PR. No./s: 0050

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
1	pcs	50	Ballpen, Blue/Black	8.50	425.00
6	ream	10	Bond Paper, Legal COPY LASER	279.00	2,790.00
7	pcs	5	Calculator 12 DIGITS CASIO	920.00	4,600.00
10	pcs	3	Corkboard 3 X 5 WITH FRAME	2,180.00	6,540.00
11	pcs	50	Correction Tape	48.00	2,400.00
12	box	2	Mailing envelope, white 70gsm LONG	390.00	780.00
13	pcs	5	Epson Ink Colored, Assorted	415.00	2,075.00
14	pcs	3	Epson Ink, Black	415.00	1,245.00
15	box	5	Folder, Long 18pts.box of 100's 14pts	650.00	3,250.00
16	box	5	Folder, Short 18pts. Box of 100's 14pts	550.00	2,750.00
17	box	5	Kraft Envelope, long	2,150.00	10,750.00
20	pc	1	Paper Cutter Wood, A3	2,900.00	2,900.00
21	pcs	5	Paste	57.00	285.00
22	pcs	25	Pentel pen Broad, Black & Blue	54.00	1,350.00
23	pcs	4	Record Book, 300 pages, legal VALIANT	110.00	440.00
24	pcs	6	Record Book, 500 pages VALIANT	120.00	720.00
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PGSO  
 RECEIVED BY  
 [Signature]  
 DATE

Note: Please see terms and conditions at the back  
 (Total Amount in Words) FORTY THREE THOUSAND THREE HUNDRED PESOS ONLY **43,300.00**

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: Dante B. Cabrera  
 Signature Over Printed Name of Supplier  
 Date 9-22-2020

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