

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>0016</b>
Address : Maasin City, Southern Leyte	Date : <b>07 AUG 2020</b>
Tel.No. :	Mode of Procurement:
TIN :	Small Value Procurement
	PR. No./s: <b>0044</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 CALDENDAR DAYS

Item No.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	ream	150	Bond Paper legal 70gsm <b>(A-one)</b>	265.00	39,750.00
2	ream	125	Bond paper A4 70gsm <b>(A-one)</b>	245.00	30,625.00
3	pcs	24	Record Book 500's <b>(zigzag)</b>	118.00	2,832.00
4	box	2	Rubber Bond flat length #18 <b>(porite)</b>	450.00	900.00
5	pcs	12	Ruler Plastic 12" thick <b>(Orion)</b>	65.00	780.00
6	pcs	25	Sign Pen black liquid/gel ink 0.5mm needle <b>(My Gel)</b>	32.00	800.00
7	pcs	25	Sign Pen blue liquid/gel ink 0.5mm needle <b>(My Gel)</b>	32.00	800.00
8	bot	15	Stamp Pad Ink, purple violet <b>(HBW/EVEREADY)</b>	45.00	675.00
9	pcs	12	Stamp Pad felt bed dimension <b>(#2)</b>	36.00	432.00
10	cart	24	Ink cartridge, 810 black <b>(Cannon)</b>	1,200.00	28,800.00
11	pcs	100	PVC Plastic cover, thick, legal <b>(Joy)</b>	18.00	1,800.00
12	pcs	100	Specialty paper, colored <b>(Concorde)</b>	6.00	600.00
13	pcs	24	Binding Comb 3", black <b>(2")</b>	138.00	3,312.00
14	pcs	12	Binding Comb 1", black	85.00	1,020.00
15	pcs	6	Binding Comb 1/2", black	38.00	228.00
16	bot	6	Glue all-purpose 130 grams <b>(Elmer's)</b>	65.00	390.00
17	pcs	6	Marker flourescent, 3 assorted colors <b>(Maped)</b>	48.00	288.00
18	pcs	6	Marker whiteboard flet trip bullet type <b>(Pilot)</b>	70.00	420.00
19	pcs	6	Marker, permanent, bullet type black <b>(Pilot)</b>	50.00	300.00
20	pcs	6	Note pad stick on 50mm x 76mm (2" x 3")	65.00	390.00
21	pcs	6	Stapler standard with remover <b>(B &amp; E)</b>	380.00	2,280.00

**PGSO**  
 RECEIVED BY  
 \_\_\_\_\_  
 NAME  
 8/7/20  
 DATE

FOR USE IN PBO

Note: Please see terms and conditions at the back **117,422.00**

(Total Amount in Words) ONE HUNDRED SEVENTEEN THOUSAND FOUR HUNDRED TWENTY TWO 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:

 <b>AIDA DE LA ROSA</b> Signature Over Printed Name of Supplier	 <b>DAMIAN G. MERCADO</b> Provincial Governor Authorized Official
Date: 8/7/20	

(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