

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>0311-B</b>
Address : Maasin City, Southern Leyte	Date : <b>11 DEC 2020</b>
Tel.No. :	Mode of Procurement: Small Value Procurement
TIN :	PR. No./s: <b>0631</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
<b>LOT 1 - OFFICE SUPPLIES</b>					
1	pcs	200	Expnding Folder long	18.00	3,600.00
2	pcs	4	White Glue big	65.00	260.00
9	pcs	4	Staples -Stapler, big, heavy duty (can bind at least 100 sheets)	85.00	340.00
21	pcs	6	Sign Pen 1 point blue <b>UNI</b>	88.00	528.00
22	pcs	6	Sign Pen 1 point black <b>UNI</b>	88.00	528.00
<b>LOT 2 - OTHER SUPPLIES</b>					
1	pcs	21	Battery AAA <b>EVEREADY</b>	32.00	672.00
2	pcs	6	Battery AA <b>EVEREADY</b>	24.00	144.00
7	kl	6	Powder Soap	135.00	810.00
For use in COA-SUPERVISING					

Note: Please see terms and conditions at the back **6,882.00**

(Total Amount in Words) SIX THOUSAND EIGHT HUNDRED EIGHTY 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:

<p style="text-align: center;"><b>AIDA DE LA ROSA</b></p> <p>Signature Over Printed Name of Supplier</p> <p>Date: <u>12/11/20</u></p>	<p><b>DAMIAN G. MERCADO</b></p> <p>Provincial Governor Authorized Official</p>
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(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