

Revised on: May 24, 2004
Standard Form Title: **Purchase Order**

Location of Project: Ginatilan, Cebu

PURCHASE ORDER

Municipality of Ginatilan

Procuring Entity

Supplier: People's Educational Supply Inc.
Address: Colon St. Kalubihan, Cebu City
E-mail Address:
Telephone No.:
TIN:
Gentlemen:

P.O No: 100-25-00-022
Date: 03-21-05
Mode of Procurement: Negotiated

Please furnish this office the following articles subject to the terms and conditions

contained herein.

Place of Delivery: Municipality of Ginatilan

Delivery Term:

Date of Delivery:

Payment Term:

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	pc	BALLPOINT PEN, black	121	23.00	2,783.00
2	pc	BALLPOINT PEN, blue	79	23.00	1,817.00
3	pc	BALLPOINT PEN, red	6	23.00	138.00
4	pc	BATTERY, AA, heavy duty	12	47.50	570.00
5	pc	BATTERY, AAA, heavy duty	6	27.50	165.00
6	box	CLIP, backfold, 25mm, 12s/box	18	21.50	387.00
7	pc	CORRECTION FLUID, pen	2	50.00	100.00
8	pc	DATA BOX FILE FOLDER (long)	22	127.50	2,805.00
9	pc	DATA FILE BOX, (length-40 cm)	10	127.50	1,275.00
10	pc	ENVELOPE BROWN, (short)	80	1.90	152.00
11	pc	ENVELOPE BROWN, legal size (long)	189	2.75	519.75
12	pc	ENVELOPE, expanded (long) Kraftboard	270	14.50	3,915.00
13	pc	ENVELOPE, Plastic Legal size	60	8.25	495.00
14	box	ENVELOPE, mailing long white	1	305.00	305.00
15	pc	ENVELOPE, mailing long white	50	0.85	42.50
16	pc	ENVELOPE, plastic, long (Adventurer)	5	27.50	137.50
17	pc	FILE FOLDER, long (Ordinary)	50	5.00	250.00
18	pc	FLAG, Philippine	1	478.00	478.00
19	pc	FLASH DRIVE (USB) 32GB	12	350.00	4,200.00
20	pc	FOLDER, hardbound, with clip long	10	56.75	567.50
21	pc	FOLDER, plastic long (white)	15	10.00	150.00
22	pc	FOLDER, U S (short size)	30	4.80	144.00
23	pc	FOLDER, U S long (legal size)	100	5.85	585.00
24	bot	GLUE, elmer's (big)	4	53.00	212.00
25	pc	HIGHLIGHTER orange	5	31.50	157.50
26	pc	HIGHLIGHTER pink	4	31.50	126.00
27	pc	HIGHLIGHTER green	2	31.50	63.00
28	pc	LAMINATING MACHINE	2	4085.00	8,170.00
29	pack	LAMINATING POUCHES, 250 mic 75mmx105mm	10	330.00	3,300.00
30	pack	LAMINATING POUCHES, size A4	5	585.00	2,925.00
31	pc	MAGAZINE FILE, long	6	127.50	765.00
32	pc	MAGAZINE FILE, (5"x9"x15"-3/4"	3	127.50	382.50
33	pc	MARKING PEN, permanent, black	6	35.00	210.00
34	pc	MARKING PEN, permanent, blue	6	35.00	210.00
35	pc	MEDALS	300	12.75	3,825.00
36	box	PAPER CLIP, gem type, 22mm, 100s/box	5	11.50	57.50
37	box	PAPER, fastener - vinyl coated	3	38.50	115.50
38	box	PAPER, fastener - plastic	11	38.50	423.50
39	ream	PAPER, bond, prem. grade 8.5" x 11" S20	53	186.00	9,858.00
40	ream	PAPER, bond, prem. grade 8.5" x 14"	4	250.00	1,000.00
41	ream	PAPER, bond, Premium Grade, A4	83	182.00	15,006.00
42	ream	PAPER, bond, Premium Grade, A3	8	430.00	3,440.00
43	ream	PAPER, Construction (Assorted colors) short	1	186.00	186.00
44	pc	PAPER CUTTER (Heavy Duty Wood Base)	1	905.00	905.00
45	ream	PAPER, parchment	1	1170.00	1,170.00
46	pack	PAPER, photo, glossy A4 size	13	62.00	806.00
47	pack	PAPER, specialty (board, short, Pale Cream)	23	31.00	713.00
48	pack	PAPER, specialty (board, long, Pale Cream)	73	35.00	2,555.00
49	pack	PAPER, specialty (board, A4 size, Pale Cream)	8	32.00	256.00

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Procuring Entity

Supplier: People's Educational Supply Inc.
Address: Colon St. Kalubihan, Cebu City
E-mail Address:
Telephone No.:
TIN:
Gentlemen:

P.O No: 100-5-03-028
Date: 03-21-04
Mode of Procurement: Negotiated

Please furnish this office the following articles subject to the terms and conditions

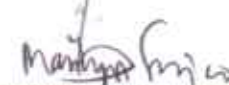
contained herein:

Place of Delivery: Municipality of Ginatilan
Date of Delivery:

Delivery Term:
Payment Term:

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
50	pads	PAPER, yellow pad	12	32.00	384.00
51	pc	PASTE water well (Redstones)	2	46.00	92.00
52	pc	PENCIL, mechanical, 0.5mm (pilot)	2	60.00	120.00
53	pc	PENTEL PEN, black - broad	14	35.00	490.00
54	pc	PENTEL PEN, blue - broad	10	35.00	350.00
55	pc	PENTEL PEN, black - fine	2	35.00	70.00
56	pc	PUNCHER, heavy duty	5	167.00	835.00
57	pc	RING BINDER, 24mm x 1.2M (1"x44"), plastic	3	41.50	124.50
58	pc	RING BINDER, (2"x44"), plastic	3	67.00	201.00
59	box	RUBBER BAND, #18, 400gms	5	173.00	865.00
60	pc	RULER, 12"	2	5.00	10.00
61	pc	SIGN PEN, red	16	21.00	336.00
62	pc	STAMP PAD	5	32.00	160.00
63	pc	STAMP PAD INK, violet, 50ml	9	42.00	378.00
64	pc	STAPLE REMOVER	2	16.00	32.00
65	box	STAPLE WIRE # 10	38	85.00	3,230.00
66	pc	STAPLER #10	19	109.00	2,071.00
67	pc	STAPLER w/ remover	1	401.00	401.00
68	pads	STICKY NOTE 3" X 3"	4	18.00	72.00
69	pads	STICKY NOTE 1.5" X 2"	6	8.50	51.00
70	pads	STICKY NOTE assorted color	2	23.50	47.00
71	pc	TACKER (Heavy Duty)	2	575.00	1,150.00
72	roll	TAPE, packaging, 48mm, 2"	3	27.50	82.50
73	roll	TAPE, packaging, 48mm, 2" clear	5	27.50	137.50
74	roll	TAPE, Paper adding machine	5	18.50	92.50
75	roll	TAPE, scotch, size 1"	16	17.00	272.00
76	roll	TAPE, scotch, size 2"	2	27.50	55.00
77	roll	TAPE, scotch double sided tape 1"	7	22.50	157.50
78	roll	TAPE, scotch double sided tape 2"	2	58.50	117.00
79	pc	TRAY, organizer, 3 layers (steel)	6	730.00	4,380.00
80	pc	WIYTE BOARD (1200X1800MM) (4X5)	1	3100.00	3,100.00
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AMOUNT IN WORDS: Ninety Nine Thousand Six Hundred Twelve Pesos and 25/100.			TOTAL		99,612.25

In case of failure to make full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed

Conforms: 
PEOPLE'S EDUCATIONAL SUPPLY INC.

Date

Very truly yours,


ROY VINCENT P. SINGCO
Acting Municipal Mayor

OB R NO:
Amount Php