

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: 100-24-04-030  
Date: 04.17.24  
Mode of Procurement: Negotiated

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

Place of Delive: Municipality of Ginatilan  
Date of Delivery:

Delivery Term:  
Payment Term:

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	pc	BALLPOINT PEN, black	124	23.00	2,852.00
2	pc	BALLPOINT PEN, blue	94	23.00	2,162.00
3	pc	BALLPOINT PEN, red	10	23.00	230.00
4	pc	BATTERY, AA, heavy duty	16	47.50	760.00
5	pc	BATTERY, AAA, heavy duty	12	27.50	330.00
6	pc	CLEAR BOOK, Legal size	13	36.00	468.00
7	box	CLIP, backfold, 32mm, 12s/box	10	30.00	300.00
8	box	CLIP, backfold, 25mm, 12s/box	10	21.50	215.00
9	box	CLIP, backfold, 50mm, 12s/box	7	69.00	483.00
10	pc	CORRECTION FLUID, pen	2	95.50	191.00
11	pc	CORRECTION TAPE, 20 x 5mm	69	18.50	1,276.50
12	pc	DATA BOX FILE FOLDER (long)	12	127.50	1,530.00
13	pc	DATA FILE BOX, (length-40 cm)	12	127.50	1,530.00
14	pc	ENVELOPE BROWN, (short)	60	1.90	114.00
15	pc	ENVELOPE BROWN, legal size (long)	451	2.75	1,240.25
16	pc	ENVELOPE, expanded (long) Kraftboard	16	14.50	232.00
17	pc	ENVELOPE, Plastic Legal size	30	8.25	247.50
18	pc	ENVELOPE, mailing long white	50	0.85	42.50
19	pc	FILE FOLDER, long (Ordinary)	50	5.85	292.50
20	pc	FLAG, Philippine	20	478.00	9,560.00
21	pc	FLASH DRIVE (USB) 32GB	10	555.00	5,550.00
22	pc	FOLDER, hardbound, with clip long	10	56.75	567.50
23	pc	FOLDER, plastic long (white)	3	10.00	30.00
24	pc	FOLDER, U S (short size)	40	4.80	192.00
25	pc	FOLDER, U S long (legal size)	450	5.85	2,632.50
26	bot	GLUE, eimer's (big)	16	53.00	848.00
27	pc	HIGHLIGHTER green	8	31.50	252.00
28	pc	LAMINATING MACHINE	1	4085.00	4,085.00
29	pack	LAMINATING POUCHES, 250 mic 75mmx105mm	5	148.50	742.50
30	pack	LAMINATING POUCHES, size A4	2	585.00	1,170.00
31	pc	MAGAZINE FILE, long	3	127.50	382.50
32	pc	MAGAZINE FILE, (5"x9"x15"-3/4"	2	127.50	255.00
33	pc	MARKING PEN, permanent, black	2	35.00	70.00
34	pc	MARKING PEN, permanent, blue	1	35.00	35.00
35	pc	MARKING PEN, permanent, red	1	35.00	35.00
36	pc	MEDALS	300	12.75	3,825.00
37	pack	MOUSE, for computer, optical, USB	3	148.50	445.50
38	box	PAPER CLIP, vinyl coated type, 32mm, 100s/box	14	30.50	427.00
39	box	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	12	30.50	366.00
40	box	PAPER CLIP, gem type, 22mm, 100s/box	21	11.50	241.50
41	box	PAPER, fastener - vinyl coated	6	38.50	231.00
42	box	PAPER, fastener - plastic	12	38.50	462.00
43	ream	PAPER, bond, prem. grade 8.5" x 11" S20	53	208.75	10,957.75
44	ream	PAPER, bond, prem. grade 8.5" x 14"	7	285.00	1,995.00
45	ream	PAPER, bond, Premium Grade, A3	2	450.00	900.00
46	ream	PAPER, parchment	2	1170.00	2,340.00
47	pack	PAPER, photo, glossy A4 size	7	79.50	556.50
48	pack	PAPER, specialty (board, short, Pale Cream)	26	28.75	747.50
49	pack	PAPER, specialty (board, long, Pale Cream)	22	32.00	704.00
50	pack	PAPER, specialty (board, A4 size, Pale Cream)	9	32.00	288.00

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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: 100-124-04-0350  
Date: 04-17-24  
Mode of Procurement: Negotiated

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

Place of Delive: Municipality of Ginatilan  
Date of Delivery

Delivery Term  
Payment Term

STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
51	pads	PAPER, yellow pad	12	32.00	384.00
52	pc	PASTE water wall (Redstones)	10	46.00	460.00
53	box	PENCIL, # 2 (Mongol)	10	115.00	1,150.00
54	pc	PENTEL PEN, black - broad	21	35.00	735.00
55	pc	PENTEL PEN, blue -broad	1	35.00	35.00
56	pc	PENTEL PEN, red - broad	1	35.00	35.00
57	pc	PENTEL PEN, black - fine	2	35.00	70.00
58	pc	PUNCHER, heavy duty	7	167.00	1,169.00
59	book	RECORD BOOK, 300 pages	15	72.00	1,080.00
60	book	RECORD BOOK, 500 pages	16	97.00	1,552.00
61	pc	RIBBON, for Adding Machine	3	25.00	75.00
62	pc	RING BINDER, 24mm x 1.2M (1"x44"), plastic	5	41.50	207.50
63	pc	RING BINDER, (2"x44"), plastic	8	67.00	536.00
64	box	RUBBER BAND, #18, 400gms	4	173.00	692.00
65	pc	SCISSORS, big	21	48.00	1,008.00
66	pc	SIGN PEN, black	85	21.00	1,806.00
67	pc	SIGN PEN, blue	85	21.00	1,785.00
68	pc	SIGN PEN, red	16	21.00	336.00
69	pc	STAMP PAD	8	32.00	256.00
70	pc	STAMP PAD INK, violet, 50ml	3	42.00	126.00
71	pc	STAPLE REMOVER	2	16.00	32.00
72	box	STAPLE WIRE # 10	34	85.00	2,890.00
73	box	STAPLE WIRE # 35	10	43.50	435.00
74	pc	STAPLER #10	23	109.00	2,507.00
75	pc	STAPLER, #35 heavy duty	5	472.00	2,360.00
76	pads	STICKY NOTE 3" X 3"	4	18.00	72.00
77	pads	STICKY NOTE 1.5" X 2"	2	8.50	17.00
78	pads	STICKY NOTE assorted color	27	23.50	634.50
79	pc	TACKER (Heavy Duty)	2	575.00	1,150.00
80	roll	TAPE, packaging, 48mm, 2"	3	27.50	82.50
81	roll	TAPE, packaging, 48mm, 2" clear	4	27.50	110.00
82	roll	TAPE, Paper adding machine	3	18.50	55.50
83	roll	TAPE, adhesive (big)	2	25.50	51.00
84	roll	TAPE, masking 1", 24mm	22	15.00	330.00
85	roll	TAPE, masking 2", 48mm	8	29.75	238.00
86	roll	TAPE, scotch, size 1"	21	17.00	357.00
87	roll	TAPE, scotch, size 2"	5	27.50	137.50
88	roll	TAPE, scotch double sided tape 1"	5	22.50	112.50
89	roll	TAPE, scotch double sided tape 2"	5	58.50	292.50
90	roll	TAPE, transparent, 1" (24mm)	2	17.00	34.00
91	roll	TAPE, transparent, 2" (48mm)	5	27.50	137.50
92	pc	TRAY, organizer, 3 layers (steel)	7	690.00	4,830.00
93	pc	WIYTE BOARD MARKER (BLACK)	36	55.00	1,980.00
94	pc	WIYTE BOARD INK (BLACK)	1	129.00	129.00
AMOUNT IN WORDS: Ninety Five Thousand Three Hundred Thirty Four Pesos			<b>TOTAL</b>		<b>97,722.00</b>

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

Conforme:

PEOPLE'S EDUCATIONAL SUPPLY INC.:  
139 Colon St., Cebu City  
255-4471, 255-4470, 254-3756, 345-2061  
E-mail: peopiasupply@yahoo.com

Very truly yours,

DEAN MICHAEL F. SINGCO  
Acting Municipal Mayor

OB R NO:  
Amount Php