

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:  
Date:  
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	69	23.00	1,587.00
2	pc	BALLPOINT PEN, blue	35	23.00	805.00
3	pc	BALLPOINT PEN, red	5	23.00	115.00
4	pc	CALCULATOR, Casio 12 digits	4	396.00	1,584.00
5	book	CLEAR BOOK, Legal size	9	36.00	324.00
6	box	CLIP, backfold, 32mm, 12s/box	3	30.00	90.00
7	box	CLIP, backfold, 25mm, 12s/box	5	21.50	107.50
8	box	CLIP, backfold, 50mm, 12s/box	5	68.00	340.00
9	pc	CORRECTION FLUID, pen	2	95.50	191.00
10	pc	CORRECTION TAPE, 20 x 5mm	44	18.50	814.00
11	pc	DATA BOX FILE FOLDER (long)	14	127.50	1,785.00
12	pc	DATA FILE BOX, long	6	127.50	765.00
13	pc	DATA FILE BOX, 5"X 9"X 15-3/4	6	127.50	765.00
14	pc	ENVELOPE BROWN, (short)	55	1.90	104.50
15	pc	ENVELOPE BROWN, (A4 size)	50	2.75	137.50
16	pc	ENVELOPE BROWN, legal size (long)	110	2.75	302.50
17	pc	ENVELOPE, expanded (long) Kraftboard	5	14.50	72.50
18	pc	ENVELOPE, Plastic Legal size	2	8.25	16.50
19	box	ENVELOPE, mailing long white	1	250.00	250.00
20	pc	ENVELOPE, mailing long white	50	0.85	42.50
21	pc	ENVELOPE, plastic, long (Adventurer)	5	27.50	137.50
22	pc	FILE FOLDER, long (Ordinary)	5	5.85	29.25
23	pc	FLASH DRIVE (USB) 32GB	5	555.00	2,775.00
24	pc	FOLDER, plastic long (white)	3	10.00	30.00
25	pc	FOLDER, U S (short size)	40	4.80	192.00
26	pc	FOLDER, U S long (legal size)	165	5.85	965.25
27	bot	GLUE, elmer's (big)	2	45.00	90.00
28	pc	HIGHLIGHTER pink	1	31.50	31.50
29	pc	LAMINATING POUCHES, 250 mic 75mmx105mm	5	148.50	742.50
30	pc	MAGAZINE FILE, (5"x9"x15"-3/4"	2	127.50	255.00
31	pc	MARKING PEN, permanent, black	2	35.00	70.00
32	pc	MARKING PEN, permanent, blue	1	35.00	35.00
33	pc	MARKING PEN, permanent, red	1	35.00	35.00
34	pc	MEDALS	200	12.75	2,550.00
35	box	PAPER CLIP, vinyl coated type, 32mm, 100s/box	5	30.50	152.50
36	box	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	5	30.50	152.50
37	box	PAPER CLIP, gem type, 22mm, 100s/box	11	11.50	126.50
38	box	PAPER, fastener - vinyl coated (plastic)	10	38.50	385.00
39	box	PAPER, fastener - plastic	3	38.50	115.50
40	ream	PAPER, bond, prem grade 8.5" x 11" S20	56	206.75	11,578.00
41	ream	PAPER, bond, prem grade 8.5" x 13" S20	83	285.00	23,655.00
42	ream	PAPER, bond, prem grade 8.5" x 14"	7	232.00	1,624.00
43	ream	PAPER, bond, Premium Grade, A4	86	222.50	19,135.00
44	ream	PAPER, bond, Premium Grade, A3	1	450.00	450.00
45	ream	PAPER, photo, glossy A4 size	12	79.50	954.00
46	pack	PAPER, specialty (board, short, Pale Cream)	20	28.75	575.00
47	pack	PAPER, specialty (board, long, Pale Cream)	10	32.00	320.00
48	pack	PAPER, specialty (board, A4 size, Pale Cream)	9	32.00	288.00
49	pad	PAPER, yellow pad	1	32.00	32.00
50	box	PENCIL, # 2 (Mongol)	6	115.00	690.00
51	pc	PENTEL PEN, black - broad	1	35.00	35.00
52	book	RECORD BOOK, 300 pages	8	72.00	576.00
53	book	RECORD BOOK, 500 pages	2	97.00	194.00

