



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: **TRI-GREEN SUPPLY AND TECHNOLOGY SOLUTIONS, INC.**
Address: No. 12 Cottonwood St. GWEV, San Andres, Cainta, Rizal
Contact nos: T: 8916-8518; 8569-0061 | E: trigreen01207@gmail.com

P.O. No. **07-008-21**
Date **1-Jul-21**
Mode of Procurement **Small value**

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

Place of Delivery: Department of Foreign Affairs, 6th Floor, Office of Protocol
Date of Delivery: _____
Delivery Term: 30 days
Payment Term: Government Procedure

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OFMS					
1	Box	10	Retractable Ballpen, black, 12's/box	P 166.80	P 1,668.00
2	Box	10	Retractable Ballpen, blue, 12's/box	P 166.80	P 1,668.00
3	Pack	100	Document file folder (black, legal, 2 holes, 3 inches)	P 97.30	P 9,730.00
4	Pack	10	Book binding cover paper, blue, A4	P 319.70	P 3,197.00
5	Pack	10	Book binding cover paper, blue, legal	P 319.70	P 3,197.00
6	Pack	10	Book binding cover, transparent, A4	P 445.00	P 4,450.00
7	Pack	10	Book binding cover, transparent, long 8.5 x 13 inches	P 486.50	P 4,865.00
8	Pack	20	Sticker paper (A4 size 10pcs/pack)	P 31.97	P 639.40
9	Box	6	Envelope, documentary w/ DFA print A4 size, 500's/box	P 1,946.00	P 11,676.00
10	Box	6	Envelope, documentary w/ DFA print legal size, 500's/box	P 2,224.00	P 13,344.00
11	Box	2	Envelope, mailing brown w/ DFA logo, 500's/box	P 695.00	P 1,390.00
12	Box	2	Envelope, mailing white w/ DFA logo, 500's/box	P 764.50	P 1,529.00
13	Pack	300	Glue stick, 2's/pack	P 45.00	P 13,500.00
14	Ream	15	Copy paper, A3	P 417.00	P 6,255.00
15	Piece	500	Index card, CREDITOR	P 11.12	P 5,560.00
16	Piece	500	Index card, EMPLOYEE	P 11.12	P 5,560.00
17	Pack	75	Index card, plain, 5 x 8 inches, 50pcs/box	P 45.00	P 3,375.00
18	Ream	50	Paper color, blue, legal size	P 417.00	P 20,850.00
19	Ream	100	Paper color, green, legal size	P 417.00	P 41,700.00
20	Ream	100	Paper color, pink, legal size	P 417.00	P 41,700.00
21	Ream	20	Paper, DFA letterhead, A4	P 1,390.00	P 27,800.00
22	Ream	20	Paper, DFA letterhead, legal	P 1,668.00	P 33,360.00
23	Pad	70	Sticky notes, Sign Here	P 41.70	P 2,919.00
24	Piece	40	Ring binder, plastic, 16mm	P 16.68	P 667.20
25	Piece	40	Ring binder, plastic, 50mm	P 58.38	P 2,335.20
26	Pack	6	Screw post, 1-1/2" 100's/pack	P 7.80	P 46.80
27	Pack	6	Screw post, 2" 100's/pack	P 10.60	P 63.60
28	Pack	6	Screw post, 3" 100's/pack	P 13.35	P 80.10
29	Pack	6	Screw post, 4" 100's/pack	P 16.15	P 96.90
30	Pack	6	Screw post, 4-1/2" 100's/pack	P 16.70	P 100.20
31	Box	4	Sign pen, black w/ rubber grip, 1.0, 10's/box	P 1,112.00	P 4,448.00
32	Box	8	Sign pen, black w/ rubber grip, 0.7, 10's/box	P 834.00	P 6,672.00
33	Box	8	Sign pen, black w/ rubber grip, 0.5, 10's/box	P 834.00	P 6,672.00
34	Box	4	Sign pen, blue w/ rubber grip, 1.0, 10's/box	P 1,112.00	P 4,448.00
35	Box	8	Sign pen, blue w/ rubber grip, 0.7, 10's/box	P 834.00	P 6,672.00
36	Box	8	Sign pen, blue w/ rubber grip, 0.5, 10's/box	P 834.00	P 6,672.00
37	Box	50	Staple wire #10	P 9.50	P 475.00
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(total Amount in Words) Two Hundred Ninety-Nine Thousand Three Hundred Eighty-One and Forty Centavos **P 299,381.40**

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

Conforme:
(Signature over printed name)
(Date) _____
Very truly yours,

MEDARDO G. MACARAIG
Assistant Secretary, OAMSS

Requisitioning Office/Dept: **OFMS**
MYLA GRACE RAGENIA C. MACAHILIG
Assistant Secretary, OFMS
Funds Available:
FELISA F. MACARAIG
Chief Accountant
Amount: **P 299,381.40**
ALOBS No.: **0101012021-12-067460**