Department of Foreign Affairs Kagawaran ng Ugnayang Panlabas

PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier : 347 SCHOOL OFFICE SUPPLIES INC.
Address: 347 ONGSIACO BUILDING SAN VICENTE ST. COR. TOMAS PINPIN, BINONDO, MANILA

P.O. No. 07-006-21
Date 23-Jul-21
Procurement small value procurement

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

Place of Delivery: DFA-Roxas Blvd. Pasay City

Delivery Term: 15 days
Payment Term: Government Procedure

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			OSEC		
1	200	piece	management file , transparent, legal size	P 24.00	P 4,800.00
2	200	pad	high quality note pad, stick-on (2x3)	P 48.00	P 9,600.00
3	200	pad	high quality note pad, stick-on (3x3)	P 54.00	P 10,800.00
4	150	pad	high quality note pad, stick-on (3x4)	P 86.00	P 12,900.00
5	100	pack	high quality sign here tape flags, yellow, 25.4mm x 43.2mm	P 148.00	P 14,800.00
6	50	piece	permanent glue stick	P 19.00	P 950.00
7	50	piece	mouse pad	P 30.00	P 1,500.00
8	50	pad	index card 5" x 8", plain	P 46.00	P 2,300.00
9	24	piece	3 hole binder 1', a4	P 72.00	P 1,728.00
10	24	piece	3 hole binder 1", legal	P 81.00	P 1,944.00
11	24	piece	3 hole binder 2", a4	P 96.00	P 2,304.00
12	24	piece	3 hole binder 2", legal	P 101.00	P 2,424.00
13	20	piece	staple wire remover (jaw stayle)	P 18.00	P 360.00
14	10	piece	3-tier mesh document tray	P 462.00	P 4,620.00
15	3	roll	manila/kraft paper (24" width, 40 meters length, 90 gsm)	P 150.00	P 450.00
16	2	roll	plastic pvc cover roll (48" x 50 meters)	P 1,104.00	P 2,208.00
17	5	ream	a3 paper, 70 gsm	P 338.00	P 1,690.00
18	10	pair	heavy duty metal bookends	P 124.00	P 1,240.00
19	72	piece	storage bankers box with lid (16"x12"10")	P 60.00	P 4,320.00
20	20	piece	balikbayan box 20" x 20"	P 102.00	P 2,040.00
					P -
					P -
					P -
					P -
					P -
					P -
					P -
(total Amount in Words)			eighty-two thousand nine hundred seventy-eight pesos and zero centavos.	TOTAL ---------	P 82,978.00

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:
Jonathan P. Urbano
(Signature over printed name)
9/27/2021

Very truly yours,

MEDARDO G. MACARAIG
Assistant Secretary, OAMSS