



PURCHASE ORDER
DFA Consular Office Malolos
Entity Name

Supplier : DLBB PAPEL LAPIS ATBP Address : Poblacion, Brgy. San Vicente, Malolos City TIN: 169-871-199		P.O. No. : 0001-01-2022 Date : 09 December 2021 Mode of Procurement : SHOPPING			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>3rd Floor Malolos Terminal and Commercial Hub Inc., Bulihan, City of Malolos, Bulacan</u>		Delivery Term : _____			
Date of Delivery : _____		Payment Term : _____			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
ICT SUPPLIES					
	bottle	HP GT51 Printer Ink, black	5	280.00	1,400.00
	bottle	HP GT52 Printer Ink, cyan	3	280.00	840.00
	bottle	HP GT52 Printer Ink, magenta	3	280.00	840.00
	bottle	HP GT52 Printer Ink, yellow	3	280.00	840.00
	cart	Ribbon Cart, EPSON C13S015632, Black, for LX-310	5	170.00	850.00
OFFICE SUPPLIES					
	ream	Paper, Multicopy, 80gsm, size: 210mmx297mm	80	265.00	21,200.00
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	12	18.75	225.00
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	12	27.50	330.00
	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	12	24.00	288.00
	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	120	79.75	9,570.00
	piece	MARKER, whiteboard, black, felt tip, bullet type	3	57.50	172.50
	piece	MARKER, whiteboard, blue, felt tip, bullet type	3	57.50	172.50
	piece	MARKER, whiteboard, red, felt tip, bullet type	3	57.50	172.50
	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	3	18.50	55.50
	piece	PUNCHER, paper, heavy duty, with two hole guide	5	210.00	1,050.00
	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	12	399.00	4,788.00
	box	Staple Wire, Standard	20	59.00	1,180.00
	roll	Tape Masking, width 24mm	24	54.00	1,296.00
	roll	Tape Packaging, width 48mm	12	64.50	774.00
	roll	Tape Transparent, width 24mm	24	18.00	432.00
	box	Index Tab, Self Adhesive, Transparent	20	15.75	315.00
	box	PAPER CLIP, vinyl/plastic coat, length: 33mm min	10	9.75	97.50
	bottle	Stamp Pad Ink, purple or violet	10	26.00	260.00
	piece	CORRECTION TAPE, film base type, UL 6m min	120	26.00	3,120.00
	piece	CUTTER KNIFE, fore general purpose	5	18.75	93.75
	piece	RULER, plastic, 450mm (18"), width: 38mm min	5	56.00	280.00
	box	RUBBER BAND, 70mm min lay flat length (#18)	15	315.00	4,725.00
	unit	CALCULATOR, compact, 12 digits	2	350.00	700.00
	unit	White Board	2	3,930.00	7,860.00
	piece	Lever Arch File, Ringboard, Legal	12	95.50	1,146.00
OFFICE EQUIPMENT (SEMI-EXPENDABLE)					
	unit	Paper Shredder, cutting width: 3mm-433 (Entry Level)	2	5,349.00	10,698.00
OTHER SUPPLIES AND MATERIALS					
	can	Disinfectant Spray, aerosol type, 400-550 grams	12	617.50	7,410.00
	bottle	Handsoap, Liquid, 500ml	36	99.50	3,582.00
	can	Insecticide, aerosol type, net content, 600ml, min	12	373.00	4,476.00
	piece	FACE SHIELD, direct splash protection	24	15.00	360.00
	piece	Surgical Mask, 3-ply	2000	0.87	1,740.00
	bottle	Liquid Soap Dishwashing	6	73.00	438.00
(Total Amount in Words): Ninety-three Thousand Seven Hundred Seventy-Seven Pesos and Twenty-Five Centavos					PHP 93,777.25
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 on the undelivered item/s.					
Conforme:		Very truly yours,			
					
W. Virminda V. Aguayo Signature over Printed Name of Supplier		AURELIO L. EXALTACION, JR. Signature over Printed Name of Authorized Official			
9-Dec-2021 Date		Head of Consular Office Designation			
Fund Cluster : 101101 Funds Available : P 93,777.25		ORS/BURS No. : 2021-10-005757 Date of the ORS/BURS: 27 October 2021 Amount : P 100,000.00			
HANNAH MAE N. CABALLERO Finance Officer Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit					