



PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
 Regional Consular Office - General Santos City
 Robinson's Place, J. Catolico St. Legas, Gen. Santos City

Supplier : KRISTAN EDUCATIONAL SUPPLY	P.O. No. : GSC-PO-2021-005
Address : PIONEER AVE., DADIANGAS SOUTH, GENERAL SANTOS CITY	Date : 13-Aug-21
TIN : 009-517-755-000	Mode of Procurement : SHOPPING

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


Place of Delivery : DEA-RCO GenSan, Robinsons Place, J. Catolico St., Legas, GSC	Delivery Term : _____
Date of Delivery : _____	Payment Term : _____

Stenck/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	AA, RECHARGEABLE BATTERY	3	450.00	1,350.00
2	pack	AAA, RECHARGEABLE BATTERY	3	350.00	1,050.00
3	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-)mm)	50	12.00	600.00
4	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-)mm)	30	18.00	540.00
5	pack	COLORED PAPER, GREEN, A4	4	196.00	784.00
6	pack	COLORED PAPER, GREEN, LEGAL	4	230.00	920.00
7	piece	CORRECTION TAPE, film base type, UL 6m min	50	18.00	900.00
8	bundle	DAILY TIME RECORD CARD (DTR/FORM #8)	6	115.00	690.00
9	piece	DATERSTAMP	20	44.00	880.00
10	piece	DOCUMENT/FILE TRAY	3	330.00	990.00
11	box	FASTENER, METAL, 70mm between prongs	21	39.00	819.00
12	piece	FOLDER, EXPANDABLE, LONG, PLAIN WHITE	100	15.00	1,500.00
13	box	FOLDER, KRAFT, BROWN, LONG	5	500.00	2,500.00
14	ream	FOLIO SIZE COPY PAPER	175	190.00	33,250.00
15	bottle	GLUE, WHITE, MULTI-PURPOSE (POLYVINYL ACETATE) 2	10	99.75	997.50
16	bottle	INK, STAMP PAD BLUE	20	14.00	420.00
17	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	50	14.00	700.00
18	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	30	11.00	330.00
19	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	50	22.00	1,100.00
20	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	170	184.00	31,280.00
21	roll	POS THERMAL PAPER, 80mmx70mm	100	60.00	6,000.00
22	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	5	143.00	715.00
23	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	10	142.00	1,420.00
24	box	RUBBER BAND, 70mm min lay flat length (#18)	23	145.00	3,335.00
25	box	SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	1	912.00	912.00
26	box	STAPLE WIRE, STANDARD, (26/6)	100	39.00	3,900.00
27	piece	STAPLER, WITH STAPLE WIRE REMOVER #35	6	371.50	2,229.00
28	roll	TAPE - DUCK/CLOTH, 3"	10	75.00	750.00
29	roll	TAPE, TRANSPARENT, width: 24mm (1mm)	100	25.00	2,500.00


(Total Amount in Words) **One Hundred Three Thousand Three Hundred Sixty-One Pesos and 50/100 Only** 103,361.50

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.

Confirms:


DENNIS CABANGAL
 Signature over Printed Name of Supplier
 8/13/2021
 Date

Very truly yours,


GRACE A. TABORA
 Signature over Printed Name of Authorized Official
 Head of Consular Office
 Designation

Fund Cluster : _____
 Funds Available : _____

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____

 Signature over Printed Name of Chief Accountant/Head of Accounting
 Division/Unit