



Foreign Affairs

Consular Office - Cebu
PURCHASE ORDER

Supplier : NEW KEEN'S TRADING	P.O. No. 22-10-17
Address : 1-9 Zone Okra, Brgy. Pakna-an, Mandaue Cebu	Date: 07-Sep-22
TIN : 231-401-195-000	Mode of Procurement: Shopping

Gentlemen:


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

Place of Delivery: <u>DFA Consular Office - Cebu</u>	
Date of Delivery: _____	_____

Stock No Prop No	Unit	Item Description	Qty.	Unit Cost	Amount
		Office Supplies			
	boxes	Ballpen, Black, 50 pcs/box	5	590.00	2,950.00
	boxes	Ballpen, Blue, 50 pcs/box	5	590.00	2,950.00
	piece	Chipboard No. 120	400	11.20	4,480.00
	box	Clip, backfold; all metal, clamping: 19mm (-1mm)	5	16.80	84.00
	box	Clip, backfold; all metal, clamping: 25mm (-1mm)	5	21.00	105.00
	box	Clip, backfold; all metal, clamping: 32mm (-1mm)	5	28.00	140.00
	box	Clip, backfold; all metal, clamping: 50mm (-1mm)	20	75.60	1,512.00
	piece	Document storage box	15	1,190.00	17,850.00
	piece	Envelope, Expanding, Kraftborad, for legal size doc	75	14.00	1,050.00
	piece	Folder, Expanding, Green	100	30.80	3,080.00
	piece	In-and-Out Tray	5	910.00	4,550.00
	box	Paper Clip, vinyl/plastic coated, 50mm	5	21.00	105.00
	box	Permanent Marker, black, broad tip	1	504.00	504.00
	bottle	Permanent Marker, black, ink	1	94.00	94.00
	box	Permanent Marker, blue, broad tip	1	504.00	504.00
	bottle	Permanent Marker, blue, ink	1	94.00	94.00
	box	White Board Marker, blue	1	792.00	792.00
	bottle	White Board Marker, blue, Ink	1	152.00	152.00
	piece	Note Pad, stick on, 76mm x 100mm (3"x4") min	20	30.10	602.00
	pack	Rubber Band, No. 18, large	10	189.00	1,890.00
	box	Sign Pen, Black	10	277.20	2,772.00
	box	Sign Pen, Blue	10	277.20	2,772.00
	box	Staple wire, standard (26/6)	120	70.00	8,400.00
TOTAL				P	57,432.00

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

Conforme:


JANERCHIL F. MUFANTE

NEW KEEN'S TRADING
Signature over Printed Name of Supplier


MARY ZEFRA R. VILLARDO
 Property Officer

Date

Funds Available:


JEROME SIM F. JUANERO
 Financial Analyst

General Fund (Qtr:)
Passport Revolving Fund