



# DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS

## PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier: <u>BER Office Supplies Trading</u>	P.O. No. <u>08-009-22</u>
Address: <u>Blk 4 Lot 2, 2nd Street, St. Raymond Homes, Brgy. Calendola</u>	Date: <u>01-Aug-22</u>
<u>San Pedro Laguna</u>	Mode of Procurement: <u>Small value</u>
Contact nos: <u>+639063135731</u>	

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

Place of Delivery: <u>Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City</u>	Delivery Term: _____
Date of Delivery: _____	Payment Term: <u>Government Procedure</u>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
<b>OPCD</b>					
1	Piece	8	Headset with Noise Cancelling Microphone	P 1,670.38	P 13,363.00
2	Piece	8	USB Port Extension, 4 Ports, High-Speed, 3.0 Hub with Power Supply with micro-USB port, 5Gbps transmission speed	P 461.25	P 3,690.00
3	Piece	8	Quality universal extension cord with USB Port, 6/3 Outlet, 3 USB Port, with Master on and off switch and light indicator, 3 gang universal outlets, supports 2A fast charging suitable for all types of digital devices, impact resistant and flame retardant (universal plug)	P 962.50	P 7,700.00
4	Piece	1	Portable slim CD/DVD Reader/re-writer, Powered and connected by high-speed USB 2.0 for universal compatibility and convenience	P 1,316.05	P 1,316.05
5	Piece	10	Flash Drive, 64 GB, USB 3.0	P 556.79	P 5,567.90
6	Piece	5	External Hard DRIVE, 1TB	P 2,733.34	P 13,666.70
7	Piece	7	4K resolution Webcam Full HD (2160p) with double noise cancelling microphone	P 3,391.36	P 23,739.50
8	Piece	1	Laserjet Printer, Black and White (up to date model), Compatible for Letter; Legal; Executive Oficio 216x340mm, Oficio 8.5x13 in, Envelope (No. 10, Monarch), 4x6 in papers, Double sided printing	P 9,098.70	P 9,098.70
9	Piece	1	Colored Laserjet Printer, Copy, and Scan, Double sided printing, Compatible for Letter; Legal; Executive Oficio 216x340mm, Oficio 8.5x13 in, Envelope (No. 10, Monarch), 4x6 in papers	P 21,300.00	P 21,300.00
XXXXXXXXXXXXXXXXXXXX					
					<b>P 99,441.85</b>

CERTIFIED TRUE COPY  
DEPARTMENT OF FOREIGN AFFAIRS  
General Record and Archive Division

OCT 03 2022  
*JM*

LUIE R. REBAGODA  
Signing Officer

(total Amount in Words) Ninety-Nine Thousand Four Hundred Forty-One Pesos and Eighty-Five Centavos P 99,441.85

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: *Edsalaron*  
Day Absalaron  
(Signature over printed name)  
(Date)

SEP 17 2022

Very truly yours,  
*Medardo G. Macaraig*  
MEDARDO G. MACARAIG  
Assistant Secretary, DAMSS

Requisitioning Office/Dept: OPCD  
EDUARDO MARTIN R. MENEZ  
Assistant Secretary, OPCD

Funds Available: *Fulgencio*  
LYRIE F. FULGENCIO 19/9/22  
Chief Accountant

Amount: ₱ 99,441.85  
2022-09-006006  
ALOBS No.: