

PURCHASE ORDER
 Department of Foreign Affairs
 Consular Office Iloilo
 Iloilo City

Supplier: Newtown Merchandising Inc.	P.O. No.: 2210004
Address: #24 Quezon Street, Iloilo City	Date: 26 October 2022
	Mode of Procurement: SHOPPING

Gentlemen:

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

Place of Delivery: DFA CO ILOILO	Delivery Term: _____
Date of Delivery: _____	Payment Term: _____

Item No.	Unit	Description	Quantity	Unit Cost	
1	piece	BALLPEN, black	200	6.75	1,350.00
2	piece	BALLPEN, blue	100	6.75	675.00
3	piece	BALLPEN, red	300	6.75	2,025.00
4	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	2	180.00	360.00
5	piece	CALCULATOR, compact, 12 digits	2	420.00	840.00
6	piece	CORRECTION TAPE, film base type,	15	28.50	427.50
7	piece	CUTTER BLADE, for heavy duty cutter	20	28.50	570.00
8	piece	CUTTER KNIFE, for general purpose	5	20.00	100.00
9	piece	DATA FILE BOX, with closed ends, no cover	15	90.00	1,350.00
10	piece	DATA FOLDER, Archfile made of chipboard, taglia lock	15	140.00	2,100.00
11	piece	DATER	10	45.00	450.00
12	box	CLIP, Double, Backfold 3/4	5	20.00	100.00
13	box	CLIP, Double, Backfold 1 1/4	5	33.00	165.00
14	box	CLIP, Double, Backfold 15/18	5	43.80	219.00
15	box	CLIP, Double, Backfold 2	5	75.90	379.50
16	box	ENVELOPE, Catalog	100	2.20	220.00
17	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1	1425.00	1,425.00
18	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing	10	15.00	150.00
19	box	FASTENER, Plastic, 70mm between prongs	10	38.50	385.00
20	piece	FINGER MOISTENER	10	40.00	400.00
21	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1	3300.00	3,300.00
22	piece	FOLDER, White 8.5x13 inc	300	5.85	1,755.00
23	piece	FOLDER, L-type, Transparent, A4	20	6.00	120.00
24	jar	GLUE, all purpose, gross weight: 200 grams min	5	44.50	222.50
25	roll	LAMINATION FILM #9	1	941.00	941.00
26	piece	MARKER, FLUORESCENT, 3 assorted colors per set	5	108.00	540.00
27	box	MARKER, PERMANENT, bullet type, black	5	480.00	2,400.00
28	piece	MARKER, PERMANENT, bullet type, blue	5	480.00	2,400.00
29	piece	MARKER, PERMANENT, bullet type, red	5	480.00	2,400.00
30	ream	PAPER, Colored, 8.5x13 inc	8	480.00	3,840.00
31	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	40	210.00	8,400.00
32	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	40	245.00	9,800.00
33	ream	PAPER, Newsprint, 8.5x13	50	120.00	6,000.00
34	box	Paper Clip, Vinyl Coated, 33 mm	20	23.00	460.00
35	piece	PENCIL SHARPENER, manual, single cutter head	10	25.00	250.00
36	piece	PUNCHER, paper, heavy duty, with two hole guide	6	198.00	1,188.00
37	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	6	80.00	480.00
38	box	RUBBER BAND, 70mm min lay flat length (#18)	10	145.00	1,450.00
39	box	RUBBER BAND, 70mm min lay flat length (#16)	10	26.50	265.00
40	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	24	25.00	600.00
41	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	24	25.00	600.00
42	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	24	25.00	600.00
43	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	12	25.00	300.00
44	piece	STAMP PAD, FELT, without Ink, no. 2	8	72.00	576.00
45	box	STAPLE WIRE, for heavy duty staplers, (23/6)	50	36.50	1,825.00
46	piece	STAPLER	10	260.00	2,600.00
47	pad	STICKY NOTE, 1 1/2 x 3	15	11.50	172.50
48	pad	STICKY NOTE, 3 x 3	15	28.50	427.50
49	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	4	110.00	440.00
50	roll	TAPE, PACKAGING, width: 48mm (±2mm)	20	40.00	800.00
51	roll	TAPE, Duct	4	95.00	380.00
52	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	15	22.00	330.00
53	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	20	40.50	810.00
54	piece	TRAY, In-Out, 2 Layers	4	247.50	990.00
TOTAL					71,353.50

(Total Amount in Words) SEVENTY-ONE THOUSAND THREE HUNDRED FIFTY-THREE PESOS and 50/100 Centavos Only
 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:

NEWTOWN MERCHANDISING, INC.
 #24 QUEZON STREET, ILOILO CITY
 (Signature over printed name)
 TEL: (0333) 337 6507 3350761
 FAX: (0333) 337 6507
 Date _____

Requesting Office/Dept.:	Funds available: Disbursement is subject to existing accounting and auditing rules and regulations.	Amount: _____
<i>Sheila M. P. Tu</i> SHEILA MARIE D. TU Head of Consular Office	<i>Donna Irene Q. Ituriaga</i> DONNA IRENE Q. ITURIAGA Finance Officer	ALOBS No.: _____