

**PURCHASE ORDER**

**DFA CO CAGAYAN DE ORO**

Supplier : <u>GOLDCREST MARKETING CORPORATION</u>	P.O. No. : <u>2022-10-0001</u>
Address : <u>PBAYO-CRUZ TAAL ST., CAGAYAN DE ORO CITY</u>	Date : <u>25 August 2022</u>
TIN : _____	Mode of Procurement : _____

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

Place of Delivery: <u>DFA CDO, 5TH FLOOR, BPO TOWER, SM DOWNTOWN PREMIER, CLARO M. RECTO AVE. COR OSMEÑA ST. CDOC</u>	Delivery Term : _____
Date of Delivery: _____	Payment Term : _____

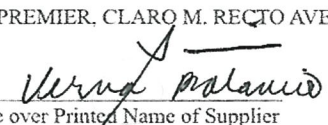
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b><u>Office Supplies</u></b>			
	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	36	P24.00	P864.00
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	36	P31.00	P1,116.00
	pad	NOTE PAD, stick on, 3" x 3"	36	P22.00	P792.00
	reams	PAPER, MULTICOPY, A4, 80 gsm	80	P220.00	P17,600.00
	pack	BATTERY, dry Cell, size AA	7	P41.00	P287.00
	pack	BATTERY, dry Cell, size AAA	7	P61.00	P427.00
	box	STAPLE WIRE, standard	48	P31.00	P1,488.00
	roll	TAPE, transparent, 24mm	36	P19.00	P684.00
	piece	CORRECTION TAPE, 8m	240	P33.00	P7,920.00
	piece	STAMP PAD, felt	40	P35.00	P1,400.00
	piece	DATING AND STAMPING MACHINE	10	P295.00	P2,950.00
	piece	PUNCHER, paper, heavy duty	10	P150.00	P1,500.00
	piece	STAPLER, standard type	20	P110.00	P2,200.00
	piece	TAPE DISPENSER, table top	2	P115.00	P230.00
	unit	CALCULATOR, compact	3	P490.00	P1,470.00
	piece	SIGN PEN, black	120	P23.00	P2,760.00
	piece	SIGN PEN, blue	120	P23.00	P2,760.00
	piece	SIGN PEN, red	120	P23.00	P2,760.00
		<b><u>Other Supplies and Materials</u></b>			
	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	48	P530.00	P25,440.00


**(Total Amount in Words)      Seventy-Four Thousand Six Hundred and Forty-Eight Pesos Only      P74,648.00**

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

Place of Delivery : DFA CDO, 5TH FLOOR, BPO TOWER, SM DOWNTOWN  
PREMIER, CLARO M. RECTO AVE. COR OSMEÑA S

Conforme: \_\_\_\_\_ Very truly yours,  

  
 Signature over Printed Name of Supplier
 

  
**FATMA AISHA S. TAMANO**  
 Acting Property Officer

\_\_\_\_\_ Date \_\_\_\_\_

Fund Cluster : _____	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
_____ Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	Amount : _____