



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: LAMBERT TRADING	P.O. No. 12-014-23
Address: Marcos District, Poblacion (Beside Talavera Patis) Talavera, Nueva Ecija	Date 12-Dec-23
Contact nos: (044) 940-6215 / 0945-430-3594	Mode of Procurement Public Bidding

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

Place of Delivery: Department of Foreign Affairs - Office of Consular Affairs	Delivery Term: 30 days
Date of Delivery: n/a	Payment Term: Government Procedure

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OCA					
1	Lot	1	Procurement of various office supplies for the DFA Office of Consular Affairs (OCA ASEFANA) and Temporary Off-Site Passport Services (TOPS)		P 2,311,547.50
	Ream	4,280	Paper MULTICOPY, 80gsm, (A4)		
	Ream	2,400	Paper MULTICOPY, 80gsm, (legal)		
	Ream	180	DFA Letter Head bond paper, A4, 80gsm		
	Ream	150	DFA Letter Head bond paper, Legal, 80gsm		
	Piece	3,800	Sign pen, black, liquid/gel ink, 0.5mm needle tip		
	Piece	3,700	Sign pen, blue, liquid/gel ink, 0.5mm needle tip		
	Piece	3,600	Sign pen, red, liquid/gel ink, 0.5mm needle tip		
	Piece	1,500	Correction tape		
	Piece	200	All Purpose Glue Stick		
	Pair	300	Scissors, symmetrical/ asymmetrical		
	Piece	300	Staple remover		
	Box	360	Staple wire No. 10		
	Box	1,500	Staple wire No. 35		
	Box	100	Staple wire standard		
	Box	1,400	Tape transparent, 48mm		
	Piece	250	Stamp pad, felt 60mm x 100mm		
	Bottle	250	Stamp pad ink, purple or violet, 30ml min		
	Piece	200	Stapler with staple remover		
	Piece	200	Stapler Standard without staple remover		
	Pad	50	Note pad, stick on, 2 x 3		
	Pad	50	Note pad, stick on, 3 x 3		
	Pad	50	Note pad, stick on, 3 x 4		
	Box	50	Rubber band (350g)		
	Piece	600	Eraser, Plastic/rubber		
	Set	600	Marker, Fluorescent, 3 colors		
	Piece	200	Puncher, heavy duty with 2 blade hole		
	Pack	80	Folder with tab, Legal 100s		
	Piece	100	Marker, Permanent Blue		
	Piece	100	Marker, Permanent Black		
	Box	40	Envelope, Expanding kraft 100s		
	Piece	60	Data File Box, made of chipboard with close ends (Black or Blue)		
	Piece	200	Self Inking Dater Stamp 4mm		
	Pack	2	Laminating Pouch Film (125 MIC, 222x335mm) (or any available size close to the preferred size)		
	Pack	2	Parchment Paper A4, 250sheets 85gsm		
	Gallon	200	Alcohol, ethyl, 70%		
	Pack	200	Toilet Tissue paper 2-ply, 12 rolls per pack		
	Can	240	Disinfectant spray, aerosol type 400g		
	Can	235	Insecticide spray, aerosol type 600 ml		
	Pack	250	Large Trashbag (pack of 10pcs)		
	Piece	80	Broom (walis tambo)		
	Piece	80	Dust Pan (Plastic)		

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RECEIVED

(total Amount in Words) Two Million Three Hundred Eleven Thousand Five Hundred Forty-Seven Pesos and Fifty Centavos **P 2,311,547.50**

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.

Conforme: **Loraine A. Malubog**
(Signature over printed name)
(Date)

Very truly yours,
PATRICK JOHN U. HILADO
Assistant Secretary, OAMSS

Requisitioning Office/Dept: MARXIAN R. BULLODA Administrative Officer, OCA	Funds Available: MINDARADAT R. MAMAD Acting Chief Accountant	Amount: ₱ 2,311,547.50 2023-12-0 0481 28 Dec 2023
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