

RECEIVED
NOV 20 2024

PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: LAMBERT TRADING	P.O. No. 11-001-24
Address: Diaz Building Quezon St., Marcos District, Talavera Nueva Ecija	Date: 6-Nov-24
Contact nos: T: (044) 940 6215	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 working days
Date of Delivery: n/a	Payment Term: Government Terms

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OCA					
1	Piece	30	Acrylic Toblerone 2mm width, 350mm Legnth, 90mm Height	P 396.00	P 11,880.00
2	Piece	20	Blade, for general purpose cutter, utility knife	P 19.25	P 385.00
3	Piece	20	Calculator, Compact, 12-14 digits	P 550.00	P 11,000.00
4	Piece	300	Clearbook (A4), 40 pockets	P 210.00	P 63,000.00
5	Piece	300	Clearbook (Legal), 40 pockets	P 250.00	P 75,000.00
6	Piece	300	Clear Front Folder, A4 (Blue or Black)	P 17.00	P 5,100.00
7	Piece	300	Clear Front Folder, Legal (Blue or Black)	P 19.25	P 5,775.00
8	Piece	400	Clip, backfold, 19mm	P 8.50	P 3,400.00
9	Piece	400	Clip, backfold, 25mm	P 13.00	P 5,200.00
10	Piece	400	Clip, backfold, 50mm	P 47.50	P 19,000.00
11	Ream	50	Colored Paper, Blue, A4, 80gsm	P 493.00	P 24,650.00
12	Ream	50	Colored Paper, Blue, Legal, 80gsm	P 581.50	P 29,075.00
13	Ream	50	Colored Paper, Green, A4, 80gsm	P 493.00	P 24,650.00
14	Ream	50	Colored Paper, Green, Legal, 80gsm	P 581.50	P 29,075.00
15	Ream	50	Colored Paper, Yellow, A4 80gsm	P 493.00	P 24,650.00
16	Ream	50	Colored Paper, Yellow, Legal 80gsm	P 581.50	P 29,075.00
17	Ream	50	Colored Paper, Pink, A4 80gsm	P 493.00	P 24,650.00
18	Ream	50	Colored Paper, Pink, Legal 80gsm	P 581.50	P 29,075.00
19	Piece	300	Correction Tape, 5mm x 6m	P 19.25	P 5,775.00
20	Piece	200	Cue cards, 5x8 100 sheets plain	P 55.50	P 11,100.00
21	Piece	150	Dater Stamp, DD/MM/YYYY, Date size: No.2 3/16"(5mm)	P 298.00	P 44,700.00
22	Ream	180	DFA letterhead bond paper, A4, 80gsm	P 405.25	P 72,945.00
23	Ream	120	DFA letterhead bond paper, Legal, 80gsm	P 435.00	P 52,200.00
24	Box	45	Envelope, Documentary, Legal, 500pcs/box	P 748.00	P 33,660.00
25	Box	45	Envelope, Expanding, Kraft, 100 pcs/box	P 1,075.00	P 48,375.00
26	Piece	100	File tray, 3 layer	P 583.00	P 58,300.00
27	Pack	50	Folder, L-type, A4, 50pcs/pack	P 226.25	P 11,312.50
28	Box	10	Folder, Pressboard, 100pcs/box	P 1,755.00	P 17,550.00
29	Piece	50	Glue, multi-purpose (200 gms)	P 110.00	P 5,500.00
30	Piece	500	Glue Stick, 21 gms	P 57.00	P 28,500.00
31	Piece	25	Index Tabs, clear	P 96.25	P 2,406.25
32	Pack	10	Laminating Pouch Film, (125 mic, 222x355mm) or (any available size closed to the preferred size)	P 475.25	P 4,752.50
33	Piece	600	Marker, Permanent, black	P 10.25	P 6,150.00
34	Piece	180	Marker, Whiteboard, black	P 22.25	P 4,005.00
35	Piece	180	Marker, Whiteboard, blue	P 22.25	P 4,005.00
36	Piece	180	Marker, Whiteboard, red	P 22.25	P 4,005.00
37	Piece	300	Notebook, Stenographer	P 17.00	P 5,100.00
38	Piece	300	Note Pad, stick on, 0.5x1.7" (flags/arrow)	P 42.00	P 12,600.00
39	Piece	600	Note Pad, stick on, 2 x 3	P 11.50	P 6,900.00
40	Piece	600	Note Pad, stick on, 3 x 3	P 15.00	P 9,000.00
41	Piece	600	Note Pad, stick on, 3 x 4	P 21.50	P 12,900.00
42	Ream	40	Note Verbale, A4, w/ embossed DFA logo and printed DFA Letterhead, 90 gsm	P 3,280.50	P 131,220.00
43	Box	200	Paper Clip, Vinyl/plastic coated, 33mm	P 12.50	P 2,500.00
44	Box	200	Paper Clip, Nickel, Jumbo, 50mm	P 51.00	P 10,200.00
45	Ream	900	Paper Multi-purpose, 70 gsm, A4	P 168.00	P 151,200.00
46	Ream	2	Paper Multicopy, 80 gsm, A3	P 387.00	P 774.00
47	Ream	30	Paper, Parchment, A4, 100 sheets, 90gsm	P 475.25	P 14,257.50
48	Pack	10	Photo Paper, A4, 180 gsm, 10s Glossy	P 54.50	P 545.00
49	Roll	30	Plastic cover roll, gauge 2.6, 50 meters L x 48 inches	P 826.00	P 24,780.00
50	Piece	200	Puncher, Paper, Heavy Duty	P 141.50	P 28,300.00
51	Box	200	Rubber Band, 350g	P 122.25	P 24,450.00
52	Piece	100	Ruler, flexible plastic, 12 inches	P 6.00	P 600.00
53	Piece	80	Scissors, symmetrical/assymetrical, 9 inches	P 108.00	P 8,640.00
54	Piece	400	Sign here, flag arrows, 125 sheets/pad	P 22.75	P 9,100.00
55	Piece	2,028	Sign pen, black, liquid/gel ink, 0.5 mm needle tip	P 8.00	P 16,224.00
56	Piece	2,028	Sign pen, blue, liquid/gel ink, 0.5 mm needle tip	P 8.00	P 16,224.00
57	Piece	2,028	Sign pen, red, liquid/gel ink, 0.5 mm needle tip	P 8.00	P 16,224.00



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



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MANILA

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OCA					
58	Piece	310	Stapler, standard type with remover	P 87.25	P 27,047.50
59	Box	1,500	Stapler Wire, 26/6, no. 35	P 37.50	P 56,250.00
60	Piece	150	Staple Remover, claw type	P 55.50	P 8,325.00
61	Piece	100	Tape, double sided foam tape, 24mm x 5 meters	P 150.00	P 15,000.00
62	Piece	500	Tape, masking, 24mm x 30m	P 66.00	P 33,000.00
63	Piece	500	Tape, masking, 48mm x 30m	P 111.00	P 55,500.00
64	Piece	864	Tape, packaging, 48mm x 30m	P 28.50	P 24,624.00
65	Piece	720	Tape, transparent, 24mm x 45m	P 15.50	P 11,160.00
66	Piece	2,016	Tape, transparent, 48mm x 30m	P 28.50	P 57,456.00
67	Piece	200	Queueing Tape, 3 1/8x230	P 45.25	P 9,050.00
xxxxxxxxxxxxNothing Followsxxxxxxxxxxxx					
(total Amount in Words) One Million Six Hundred Twenty-Nine Thousand Thirty-Two Pesos and Twenty Five Centavos					P 1,629,032.25

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: 
(Signature over printed name)
(Date)

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

Requisitioning Office/Dept: OCA MARX IANA BULLODA Administrative Officer, OCA	Funds Available:  MINDARADAT R. MAMAD Department Chief Accountant	Amount: ₱ 1,629,032.25 2024-11-008618 ALOBS No.: 21 NOV 2024
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Created on 11/12/2024
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