



PURCHASE ORDER

BUREAU OF THE TREASURY

Intramuros, Manila
Telefax No.: 524-7008

Appendix 61

Supplier :	ROSHQ TRADING	P.O. No. :	2023-02-0043
Address :	#22 Emerald Square, P. Tuazon St., Project 4, Quezon City	Date :	February 20, 2023
Contact No.:	0999-883-2008, 8697-8626	Mode of Procurement :	Shopping
Email Add.:	helene_quintero@yahoo.com		
TIN:	152-790-864-000		

Gentlemen:

Please proceed with the Supply and Delivery of Various Office Supplies in the amount of Php195,309.50 (VAT inclusive) following the terms and conditions contained herein:

Place of Delivery :	Ayuntamiento Building, Intramuros, Manila	Delivery Term:	Within Five to Fifteen (5 to 15) working days
Date of Delivery:	-	Payment Term :	30 days upon delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES , composed of the following:	1	-	-
	packs	ARROW TAB , with Sign Here, 50s/pack, 25.4mm x 43.2mm, Deli	100	74.00	7,400.00
	pcs.	BATTERY , AA, Alkaline, Kodak	150	25.00	3,750.00
	pcs.	BATTERY , AAA, Alkaline, Kodak	100	27.00	2,700.00
	pcs.	CORRECTION TAPE , 8 meters length, Joy	150	19.25	2,887.50
	pcs.	DATA FILE BOX , made of chipboard	150	82.00	12,300.00
	pcs.	DATA FOLDER , made of chipboard, with metal mechanism	50	108.00	5,400.00
	cans	DISINFECTANT SPRAY , aerosol, min. 340g, crisp linen, Lysol	150	449.00	67,350.00
	pcs.	FOLDER , documentary, with tab, kraft outside, white inside, A4 size	500	5.80	2,900.00
	cans	INSECTICIDE , aerosol, multi-insect killer, 600ml, Kwik	50	335.00	16,750.00
	pads	NOTEBOOK , steno, min. of 60 leaves	50	19.00	950.00
	pads	NOTE PAD , 3x3", yellow, 100s/pad, Joy	50	38.00	1,900.00
	pads	NOTE PAD , 3x4", yellow, 100s/pad, Joy	150	46.00	6,900.00
	pcs.	PUNCHER 2 hole heavy duty, with adjustable paper guide, 2-hole Heavy Duty	20	165.00	3,300.00
	books	RECORD BOOK , 500 pages, 500 pages	50	96.00	4,800.00
	pcs.	RING BINDER , plastic, 1" x 44"	30	38.00	1,140.00
	pcs.	RULER , plastic, 12 inches, transparent	10	6.00	60.00
	pcs.	SIGN PEN , 0.7mm, black, Dong A	12	32.00	384.00

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	pcs.	SIGN PEN , 0.7mm, blue, Dong A	12	32.00	384.00
	pcs.	SIGN PEN , 1.0mm, blue, Dong A	12	32.00	384.00
	roll	TAPE , masking, 1 inch (24mm)	50	21.00	1,050.00
	roll	TAPE , transparent, 1 inch (24mm)	100	18.00	1,800.00
	roll	TISSUE , jumbo, 2-ply, white, Quanta	500	96.00	48,000.00
	roll	TWINE , plastic, 1 kilo/roll	20	95.00	1,900.00
	pcs.	WASTE BASKET , plastic	20	46.00	920.00
<i>---Nothing Follows---</i>					
TOTAL					195,309.50
(Total Amount in Words): ONE HUNDRED NINETY FIVE THOUSAND THREE HUNDRED NINE PESOS AND (50/100)					
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Conforme:</p> <p>_____</p> <p>Signature over Printed Name of Supplier</p> <p>_____</p> <p>Date</p> </div> <div style="width: 45%;"> <p>Very truly yours,</p> <p style="text-align: center;"><u>ATTY. RAYMUNDO U. TAN (Sgd.)</u></p> <p>Signature over Printed Name of Authorized Official</p> <p style="text-align: center;">OIC, Administrative Service Designation</p> </div> </div>					
Fund Cluster : _____ Funds Available : _____ <p style="text-align: center;"><u>ROWENA R. GAMBA (Sgd.)</u></p> <p style="text-align: center;">Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit</p>			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		