



Funding the Republic

PURCHASE ORDER
BUREAU OF THE TREASURY
Intramuros, Manila
Telefax No.: 524-7008

Appendix 61

Supplier : ROSHQ TRADING	P.O. No. : 2023-05-0098
Address : #22 Emerald Square, P. Tuazon St., Project 4, Quezon City	Date : May 11, 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 Php375,170.00 (VAT inclusive) following the terms and conditions contained herein:

Place of Delivery : Ayuntamiento Building, Intramuros, Manila Date of Delivery: -	Delivery Term: Within Thirty (30) calendar days Payment Term : 30 days upon delivery
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES , composed of the following:	1	-	-
	pcs.	ENVELOPE , documentary, kraft, for A4 size documents Trojan	2000	3.25	6,500.00
	pcs.	ENVELOPE , plastic, hard with rubber strap/lock mechanism, for long size document Adventurer	50	64.00	3,200.00
	pcs.	ENVELOPE , mailing, white, closed, for long size envelope Trojan	3000	1.15	3,450.00
	packs	ARROW TAB , Sticky Note Index, assorted colors HBW	80	44.00	3,520.00
	pcs.	BATTERY , rechargeable, size AA Kodak	100	148.00	14,800.00
	pcs.	BATTERY , rechargeable, size AAA Kodak	100	125.00	12,500.00
	rolls	TAPE , double adhesive, 1 inch Anchor	20	22.00	440.00
	reams	PAPER , multicopy, A3 size, 80 gsm Paper One	20	493.00	9,860.00
	rolls	PAPER ROLL , plotter paper, 24" x 50 yards, 80gsm	10	580.00	5,800.00
	pcs.	ERASER , rubber	100	14.00	1,400.00
	pcs.	SIGN PEN , gel ink, 0.5mm, blue, preferably Energel Pilot	500	57.00	28,500.00
	bundles	RAGS , cotton, round, white	200	79.00	15,800.00
	sets	FILE TAB/INDEX DIVIDER , Bristol board, A4 size Morning Sun	100	32.00	3,200.00
	sets	FILE TAB/INDEX DIVIDER , Bristol board, Long size Morning Sun	100	32.00	3,200.00
	bottles	STAMP PAD INK , violet/blue, 50ml LCT	30	32.00	960.00
	pcs.	GLUE STICK , roll-on mechanism, 21g HBW	100	22.00	2,200.00
	roll	TAPE , masking, 1 inch, preferably Croco Croco	100	38.00	3,800.00
	roll	TAPE , transparent, 1 inch, preferably Croco Croco	100	14.50	1,450.00
	pcs.	ENVELOPE , expanding kraft, with rubber/string strap, long	2,000	16.80	33,600.00
	pcs.	ENVELOPE , mailing, closed, white, with window long size Trojan	7,500	1.35	10,125.00

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	pcs.	FOLDER, tagboard, krat outside, white inside, A4 size	2,000	3.00	6,000.00
	pcs.	PENCIL, lead, with eraser, preferably Mongol Mongol	600	9.25	5,550.00
	pcs.	STAPLE WIRE REMOVER, plier type, metal	80	58.00	4,640.00
	pads	NOTE PAD, 3x4", yellow, preferably Post-it 3M Post-it	100	98.00	9,800.00
	pads	NOTE PAD, 3x3", yellow, preferably Post-it 3M Post-it	50	75.00	3,750.00
	books	NOTEBOOK, steno, min. 40 leaves	50	19.50	975.00
	cans	INSECTICIDE, multi-insect killer, aerosol type, 600ml, preferably Baygon Baygon	100	430.00	43,000.00
	packs	ARROW TAB, with Sign Here, yellow 3M Post-it	150	185.00	27,750.00
	pcs.	RING BINDER, metal, 3 inches, loose clip	100	14.00	1,400.00
	pcs.	MARKING PEN, permanent, blue, preferably Pilot Pilot	200	36.00	7,200.00
	pcs.	FLOURESCENT MARKER, highlighter, assorted color HBW	100	16.00	1,600.00
	bottles	ALCOHOL, isoprophyl, 70% solution, min. of 50ml Protect Plus 500ml	500	74.00	37,000.00
	boxes	INDEX TAB, clear, 5 sets/box	50	72.00	3,600.00
	boxes	PAPER CLIP, vinyl coated, jumbo, 50mm	50	20.00	1,000.00
	pairs	SCISSORS, 8 inches length, metal Joy	20	60.00	1,200.00
	rolls	TISSUE PAPER, jumbo, 2-ply, white, 200m Quanta	600	94.00	56,400.00
---Nothing Follows---					
TOTAL					
					375,170.00

(Total Amount in Words): THREE HUNDRED SEVENTY FIVE THOUSAND ONE HUNDRED SEVENTY PESOS AND (00/000)

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.

Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

ATTY. RAYMUNDO U. TAN (Sgd.)

Signature over Printed Name of Authorized Official

OIC, Administrative Service
Designation

Fund Cluster : _____ Funds Available : _____ <u>ROWENA R. GAMBA (Sgd.)</u> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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