



PURCHASE ORDER

BUREAU OF THE TREASURY

Intramuros, Manila

Telefax No.: 524-7008



Supplier :	UK OFFICE, INC.		P.O. No. :	2024-05-0101	
Address :	558 Plaza Lorenzo Ruiz, Binondo, Manila		Date :	May 31, 2024	
Contact No.:	8524-9685: 8244-3101		Mode of Procurement :	Shopping	
Email Add.:	ukofficeinc@yahoo.com.ph				
TIN:	200-671-947-000				
Gentlemen:					
Please proceed with the Supply and Delivery of Various Office Supplies in the amount of Php195,360.50 (VAT inclusive) following the terms and conditions contained herein:					
Place of Delivery :	Ayuntamiento Building, Intramuros, Manila			Delivery Term:	Within Thirty (30) calendar days from the receipt of approved PO
Date of Delivery:	-			Payment Term :	30 days
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES , composed of the following:	1	-	-
	pack	Arrow Tab, sticky note index, assorted colors per pack, <i>HBW brand, 10 colors/pack</i>	300	40.00	12,000.00
	pack	Arrow Tab, with Sign Here, <i>Post-it 3M. 50s/pack</i>	200	160.00	32,000.00
	pieces	Ballpen, regular, blue, <i>Pilot BP-S, blue</i>	300	20.10	6,030.00
	pieces	Ballpen, regular, black, <i>Pilot BP-S, black</i>	200	20.10	4,020.00
	pieces	Ballpen, regular, red, <i>Pilot BP-S, red</i>	100	20.10	2,010.00
	pieces	Battery, alkaline, size AA, <i>Energizer</i>	200	47.20	9,440.00
	pieces	Battery, alkaline, size AAA, <i>Energizer</i>	200	40.00	8,000.00
	pieces	Correction Tape, length 8m, <i>HBW Office</i>	300	16.20	4,860.00
	pieces	Data File Box, 5"x9"x15 3/4" size: color: blue, made of chipboard	100	94.00	9,400.00
	pieces	Data Folder, 3"x9"x15" size, color Red, with metal mechanism, made of chipboard	100	85.00	8,500.00
	pieces	Envelope, documentary, kraft, size A4	1000	1.35	1,350.00
	pieces	Envelope, mailing, closed, white, for legal size documents	2000	0.88	1,760.00
	boxes	Fastener, metal, standard size, <i>Lion Paper Fastener 50s/box</i>	100	67.00	6,700.00
	pieces	Fluorescent Marker, highlighter, assorted colors, <i>HBW</i>	300	13.00	3,900.00
	bottles	Glue, white, all purpose, <i>Elmer's Glue All</i>	100	52.40	5,240.00
	pieces	Marking Pen, permanent, black, chisel type, <i>Pilot</i>	100	33.40	3,340.00
	pieces	Marking Pen, permanent, blue, chisel type, <i>Pilot</i>	100	33.40	3,340.00
	pieces	Marking Pen, permanent, red, chisel type, <i>Pilot</i>	50	33.40	1,670.00
	pads	Note Pad, stick-on, 3x4, yellow, <i>Post-it Notes 3M, yellow</i>	200	85.00	17,000.00
	boxes	Paper Clip, backfold, 32mm (1 1/4"), 12s/box, <i>UK Office, 1 1/4"</i>	100	23.00	2,300.00
	boxes	Paper Clip, vinyl coated, 32mm, <i>UK Office</i>	200	8.50	1,700.00
	reams	Paper, copying, 80gsm, sub 24, size 8.5 x 11, short size, <i>Copy One sub 24, 80gsm</i>	30	162.85	4,885.50
	pieces	Ruler, plastic, clear 12 inches	50	4.50	225.00
	pieces	Sign Pen, regular, gel ink pen, 0.5mm, black, <i>Pilot Hi Techpoint V5</i>	200	51.00	10,200.00

	pieces	Sign Pen, regular, gel ink pen, 0.5mm, blue, <i>Pilot Hi Techpoint V5</i>	200	51.00	10,200.00
	pieces	Sign Pen, regular, gel ink pen, 0.5mm, red, <i>Pilot Hi Techpoint V5</i>	100	51.00	5,100.00
	boxes	Staple Wire, standard, no. 35, <i>UK Office</i>	50	29.50	1,475.00
	rolls	Tissue Paper, jumbo, 2-ply	200	78.00	15,600.00
	rolls	Twine, plastic, 1 kilo/roll	20	72.00	1,440.00
	pieces	Scissors, stainless, plastic handle, 8m length. <i>HBW Office</i>	50	33.50	1,675.00
		---Nothing Follows---			
		Reference: PR No. 2024-05-0186 For the PSMD			
		TOTAL			195,360.50

(Total Amount in Words): ONE HUNDRED NINETY-FIVE THOUSAND THREE HUNDRED SIXTY PESOS AND (50/100)

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:

Very truly yours,

Signature over Printed Name of Supplier

ATTY. RAYMUNDO U. TAN (Sgd.)

Signature over Printed Name of Authorized Official

Date

Director III, Administrative Service
Designation

Fund Cluster : _____

Funds Available : _____

ROWENA R. GAMBA (Sgd.)
Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____