



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



Supplier : <b>ROSHQ TRADING</b>		P.O. No. : <b>2024-08-0145</b>			
Address : 22 Emerald Square P. Tuazon St. Project 4, Quezon City		Date : August 29, 2024			
Contact No.: 09998832008; 86978626		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 Php72,660.00 (VAT inclusive) following the terms and conditions contained herein:					
Place of Delivery : Ayuntamiento Building, Intramuros, Manila		Delivery Term: 10 to 15 days upon receipt of approved Purchase Order			
Date of Delivery: -		Payment Term: 30 days			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES</b> , composed of the following:	1	-	-
	boxes	INDEX TAB, clear, 5 sets/box, <i>Offer: Speedo</i>	100	80.00	8,000.00
	cans	INSECTICIDE, aerosol type, 600ml, <i>Offer: Baygon</i>	100	428.00	42,800.00
	pcs	MARKING PEN, permanent, red, <i>Offer: Pilot, fine</i>	50	35.00	1,750.00
	pcs	MARKING PEN, for whiteboard, black, <i>Offer: HBW</i>	30	35.00	1,050.00
	pcs	MARKING PEN, for whiteboard, red, <i>Offer: HBW</i>	30	35.00	1,050.00
	pcs	SIGN PEN, regular, 0.5mm, blue, <i>Offer: Pilot Hi Techpoint V5</i>	100	58.00	5,800.00
	boxes	STAPLE WIRE, standard, no. 35, <i>Offer: Joy no.35, 5000s</i>	50	38.00	1,900.00
	packs	STICKER PAPER, matte, size A4, light pink, 10s/pack, <i>Offer: Ordinary, matte pink</i>	20	45.00	900.00
	pcs	SIGN PEN, 0.7mm, black, <i>Offer: Pilot V7 Hi Techpoint</i>	20	59.00	1,180.00
	pcs	SIGN PEN, 0.7mm, blue, <i>Offer: Pilot V7 Hi Techpoint</i>	20	59.00	1,180.00
	reams	PAPER, colored, multicopy, 80gsm, size A4, blue, <i>Offer: Napco, 500s/ream</i>	10	385.00	3,850.00
	pcs	BALLPEN, 0.7mm, blue, <i>Offer: Pilot G-2, 0.7</i>	20	65.00	1,300.00
	pcs	BALLPEN, 0.5mm, blue, <i>Offer: Pilot</i>	100	19.00	1,900.00
		---Nothing Follows---			
		Reference: PR No. 2024-08-0274 For the PSMD			
		<b>TOTAL</b>			<b>72,660.00</b>
<b>(Total Amount in Words): SEVENTY-TWO THOUSAND SIX HUNDRED SIXTY PESOS AND (00/000)</b>					
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,  <b><u>ATTY. RAYMUNDO U. TAN (Sgd.)</u></b> Signature over Printed Name of Authorized Official Director III, Administrative Service Designation		
Fund Cluster : _____ Funds Available : _____  <b>ROWENA R. GAMBA (Sgd.)</b> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		