



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



Supplier :	<b>UK OFFICE, INC.</b>	P.O. No. :	<b>2025-02-0029</b>
Address :	558 Plaza Lorenzo Ruiz, Binondo, Manila	Date :	February 20, 2025
Contact No.:	8524-9685; 244-31-03; 0956-400-4019	Mode of Procurement :	Shopping
Email Add.:	ukofficeinc@yahoo.com.ph		
TIN:	200-671-947-00000		

Gentlemen:

Please proceed with the Supply and Delivery of Various Office Supplies in the amount of Php312,979.00 (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	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES</b> , composed of the following:	1	-	-
	pieces	BALLPEN, black. <i>Offer: Pilot</i>	300	20.06	6,018.00
	pieces	BALLPEN, blue. <i>Offer: Pilot</i>	300	20.06	6,018.00
	pieces	BALLPEN, red. <i>Offer: Pilot</i>	300	20.06	6,018.00
	pieces	BATTERY, dry cell/ordinary, size AA. <i>Offer: Energizer</i>	500	48.00	24,000.00
	pieces	BATTERY, dry cell/ordinary, size AAA. <i>Offer: Energizer</i>	400	48.00	19,200.00
	pieces	DATA FILE BOX, made of chipboard, size 5" x 9" x 15 3/4", RED	50	140.00	7,000.00
	box	FASTENER, metal, standard size, 50s/box. <i>Offer: Lion</i>	100	67.00	6,700.00
	can	INSECTICIDE, aerosol type, min, of 500ml. <i>Offer: Baygon</i>	150	335.00	50,250.00
	roll	TAPE, packaging, 48mm (2") x 50m, brown. <i>Offer: Crocodile</i>	100	25.00	2,500.00
	pad	NOTE PAD, stick-on, 3x4, yellow, Post it. <i>Offer: 3M</i>	100	83.50	8,350.00
	box	PAPER CLIP, backfold, 32mm (1 1/4"), 12s/box	100	19.00	1,900.00
	pieces	RING BINDER, loose clip, metal, 3 inches	200	9.00	1,800.00
	pieces	SIGN PEN, 0.5mm, regular, black. <i>Offer: Pilot</i>	300	50.15	15,045.00
	pieces	SIGN PEN, 0.5mm, regular, blue. <i>Offer: Pilot</i>	500	50.15	25,075.00
	pieces	SIGN PEN, 0.5mm, regular, red. <i>Offer: Pilot</i>	300	50.15	15,045.00
	pieces	WASTE BASKET, made of plastic	50	38.00	1,900.00
	pieces	ARROW TAB, with Sign Here. <i>Offer: Deli</i>	200	75.00	15,000.00
	pack	STICKER PAPER, matte, size A4, white, 10s/pack. <i>Offer: Veco</i>	100	34.50	3,450.00
	pack	STICKER PAPER, matte, size A4, pink, 10s/pack	100	34.50	3,450.00
	ream	PAPER, colored, multicopy, size A4, green. <i>Offer: Nappco</i>	30	363.00	10,890.00
	pieces	BALLPEN, 0.7mm, black. <i>Offer: Pilot</i>	50	55.20	2,760.00

pieces	BALLPEN, 0.7mm, blue. <i>Offer: Pilot</i>	50	55.20	2,760.00
pad	NOTE PAD, stick-on, 3x3, yellow, Post it Note. <i>Offer: 3M</i>	200	60.00	12,000.00
roll	PAGE MARKER, assorted colors, 3" x 1", Post it <i>Offer: 3M</i>	300	189.00	56,700.00
pack	PAGE MARKER, assorted colors, 2" x 1/2", Post it. <i>Offer: HBW</i>	300	25.00	7,500.00
roll	TAPE, double adhesive, 1 inch. <i>Offer: UK</i>	100	16.50	1,650.00
---Nothing Follows---				
Reference: PR No. 2025-02-0003 For the PSMD				
TOTAL				312,979.00
(Total Amount in Words): THREE HUNDRED TWELVE THOUSAND NINE HUNDRED SEVENTY-NINE 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:		Very truly yours,		
_____ Signature over Printed Name of Supplier		<u>ATTY. RAYMUNDO U. TAN (Sgd.)</u> Signature over Printed Name of Authorized Official		
_____ Date		Director III, Administrative Service Designation		
Fund Cluster : _____ Funds Available : _____		ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		
ROWENA R. GAMBA (Sgd.) Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit				