

Republic of the Philippines

Department of Social Welfare and Development

Office of the Secretary, Central Office

Purchase Order



#0377  
10 JUL 2020

PA147  
Lm

**Supplier:** Ban Bee Commercial Co., Inc. **PO No.:** 01-20001-PO-2020-06-00011  
**Address:** 856-858 C. M. Recto Ave., Zone 22, Tondo, Manila, 1012 **PO Date:** June 03, 2020  
**TIN:** 001609075000 **Bank Name:**  
**Tel.No.:** 02123456 **Bank/Branch:**  
**Fax No.:** **Bank A/C No.:**  
**Mode of Procurement:** Shopping 52.1b **Account Type:**  
**Month:** June **PR No.:** 01-20001-PR-2020-03-00156  
**Fund Cluster:** 01 - Regular Agency Fund  
**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

Procure Client Sa Name of Cn:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

**Terms:** 10 working days upon receipt of the PO

**Payment Terms:** 15-30 days upon complete submission of all supporting documents

No	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	DATA FOLDER, made of chipboard, taglia lock (green) 3x9x15 1/2"	80.00	137.50	11,000.00
2	Piece	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip (My GEL)	80.00	25.00	2,000.00
3	Piece	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip (MY GEL)	80.00	25.00	2,000.00
4	Ream	PAPER, Multi-copy, 80GSM, A3, Size: 297mmX420mm) (HP)	5.00	460.00	2,300.00
5	Pack	STICKY NOTE, with sign here note, 5 different colors, (100-200pcs./pack) (JOY)	50.00	100.00	5,000.00
6	Box	LAMINATING FILM, Size: A4 (100pcs. Per box), thickness (125micron)	20.00	600.00	12,000.00
7	Box	LAMINATING FILM, Size: A3 (100pcs. Per box), thickness (125micron)	3.00	1,170.00	3,510.00
8	Pack	PHOTO PAPER, Size: A4 (20 sheets per pack) 230GSM, High Glossy(KODAK)	3.00	135.00	405.00
9	Pack	GLOSSY PHOTO STICKER PAPER, Size: A4 (20 sheets per pack) 90GSM	5.00	100.00	500.00
10	Box	PAPER FASTENER, plastic with 70mm prongs, 25mm capacity( UK/DECORA)	5.00	35.00	175.00
11	Roll	TAPE, Cloth Book, 3", 6 meters length(CLOTH TAPE 3")	20.00	275.00	5,500.00
12	Roll	TAPE, double-edged, 1" with cushion, 6 meters length, can hold up to 12-20lbs weight (TUFF)	100.00	75.00	7,500.00
13	Roll	DUCT TAPE, 2", 25 meters length	30.00	190.00	5,700.00
<b>Total</b>					<b>57,590.00</b>

(Total Amount in Words) \*\*FIFTY SEVEN THOUSAND FIVE HUNDRED NINETY PESOS AND 00/100\*\*

of failure to make the full delivery within the time specified below, 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,

*[Handwritten Signature]*  
 Alejandro Chaves

**JOSE ERNESTO B. GAVIOLA**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official  
 Undersecretary for General Administration & Support Group  
 Head of the Procuring Entity (HOPE)  
 (Head of the Procuring Entity / Authorized Representative)

Date *7-1-20*

Designation

**Delivery Schedule**

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	DATA FOLDER, made of chipboard, taglia lock (green) 3x9x15 1/2"				80.00
2	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip (My GEL)				80.00
3	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip (MY GEL)				80.00
4	PAPER, Multi-copy, 80GSM, A3, Size: 297mmX420mm) (HP)				5.00
5	STICKY NOTE, with sign here note, 5 different colors, (100-200pcs./pack) (JOY)				50.00
6	LAMINATING FILM, Size: A4 (100pcs. Per box), thickness (125micron)				20.00
7	LAMINATING FILM, Size: A3 (100pcs. Per box), thickness (125micron)				3.00
8	PHOTO PAPER, Size: A4 (20 sheets per pack) 230GSM, High Glossy(KODAK)				3.00
9	GLOSSY PHOTO STICKER PAPER, Size: A4 (20 sheets per pack) 90GSM				5.00
10	PAPER FASTENER, plastic with 70mm prongs, 25mm capacity( UK/DECORA)				5.00
11	TAPE, Cloth Book, 3", 6 meters length(CLOTH TAPE 3")				20.00
12	TAPE, double-edged, 1" with cushion, 6 meters length, can hold up to 12-20lbs weight (TUFF)				100.00
13	DUCT TAPE, 2", 25 meters length				30.00

CONFIRMED  
 CURRENT  
 OFFICE supplies  
*[Handwritten initials]*  
 06-00111