

**PURCHASE ORDER**  
Province of Zamboanga del Norte

Supplier : <b>RRCC COMPUTER &amp; OFFICE SUPPLIES SALES &amp; SERVICES</b>	P.O. No.: <b>2024-10-0407(PB)</b>
Address : <b>Herrera St., Central, Dipolog City</b>	Date : <b>10/17/2024</b>
TIN: <b>180 513 567 000</b>	Mode of Procurement: <b>Public Bidding</b>
	PR No./s <b>200-24-09-009(N)</b>

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

Place of Delivery : <b>PGSO Warehouse, Capitol Extension Building, Malvar St., Estaka, Dipolog City</b>	Delivery Term: 30 calendar days upon receipt of Notice to Proceed (NTP)
Date of Delivery :	Payment Term: 30 Days after full delivery

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	rms	100	Paper US Bond, subs 20 Long, Ultra White	310.00	31,000.00
2	rms	100	Paper US Bond, subs 20 Short, Ultra White	305.00	30,500.00
3	rms	80	Paper US Bond, subs 20 A4, Ultra White	305.00	24,400.00
4	pcs	200	Folder, 14 points long	10.00	2,000.00
5	pcs	50	Folder, 14 points short	9.00	450.00
6	pcs	50	Ball Pen, Black and Blue (0.7)	10.00	500.00
7	pcs	25	Sign Pen Micro Black and Blue 0.7	155.00	3,875.00
8	pcs	50	Fastener, Plastic/box	55.00	2,750.00
9	pcs	25	Transparent Tape 3"	90.00	2,250.00
10	pcs	10	Transparent Tape Holder 3M 3/4 in 600	200.00	2,000.00
11	box	1	Mailing Envelope, (White) box of 500 pcs	1,000.00	1,000.00
12	box	1	Mailing Envelope, (Brown)) box of 500 pcs	1,000.00	1,000.00
13	pcs	10	Stamp pad metal case big	125.00	1,250.00
14	pcs	24	Highlighter Pen (Yellow, Green, Pink, Blue, Violet)	50.00	1,200.00
15	pcs	10	Post It (2"x2") pad with sign here	70.00	700.00
16	pcs	10	Record Book, Hard bound 200 pages	130.00	1,300.00
17	pcs	100	PVC Cover (A4 Size)	40.00	4,000.00
18	pcs	100	GSM 250 (8.5 x 11", Color Light Green)	30.00	3,000.00
19	pcs	100	GSM 250 (8.5 x 13", Color Green)	30.00	3,000.00
20	pcs	5	Correction Pen	95.00	475.00
21	pads	20	Sticky Note #10 (assorted colors)	90.00	1,800.00
22	packs	10	Photo Paper (10pcs per pack)	190.00	1,900.00
23	pcs	20	Binder Clip (Small)	15.00	300.00
24	pcs	20	Binder Clip (Medium)	20.00	400.00
25	pcs	20	Binder Clip (Large)	35.00	700.00
26	pcs	10	Metal Desk Tray 3 Layers	720.00	7,200.00
27	pcs	50	Transparent Name Plate Holder L:12" W:4" H:4"	330.00	16,500.00
28	pcs	10	Steel File Organizer 4 Joints L:330mm W:256mm H:243mm	630.00	6,300.00
29	pcs	10	Plastic Stock Box 15L	380.00	3,800.00
30	pcs	10	Round Tissue Holder	140.00	1,400.00
31	pcs	10	Scissors Stainless Steel with Rubberized handle 19cm	120.00	1,200.00
32	pcs	10	Staple Wire Remover 55x35x23.5mm	50.00	500.00
33	pcs	30	Epson Ink 003 Black	380.00	11,400.00
34	pcs	20	Stock Card 10"x7	28.00	560.00
35	pcs	10	Sticker Paper A4 8.25" x 11.75"	180.00	1,800.00
			*****NothingFollows*****		
			Purpose:		
			For Pemo Use		
<b>Total</b>			<b>One Hundred Seventy-Two Thousand Four Hundred Ten Pesos Only</b>		<b>172,410.00</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.

Very truly yours,