PURCHASE ORDER
Province of Zamboanga del Norte

Supplier :	**RRCC COMPUTER & OFFICE SUPPLIES SALES & SERVICES**	P.O. No.:	**2024-09-0352(PB)**
Address :	Herrera St., Central, Dipolog City	Date :	**09/12/2024**
		Mode of Procurement:	**Public Bidding**
TIN:	180 513 567 000	PR No./s	**200-24-08-208(A)**

Gentlemen :

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

Place of Delivery :	PGSO Warehouse, Capitol Extension Building, Malvar St., Estaka, Dipolog City	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	ream	5	Bondpaper A4 size (70gsm)	345.00	1,725.00
2	ream	5	Bondpaper 8.5 x 13 size (70gsm)	355.00	1,775.00
3	bottle	10	003 Ink Black	400.00	4,000.00
4	bottle	5	003 Ink Cyan	400.00	2,000.00
5	bottle	5	003 Ink Magenta	400.00	2,000.00
6	bottle	5	003 Ink Yellow	400.00	2,000.00
7	box	5	Paper Fastener	60.00	300.00
8	Pack	5	Photopaper Glossy A4 size (230gsm) (20sheets)	210.00	1,050.00
9	pack	6	Certification Paper (90 or 100gsm) A4 size (10sheets)	90.00	540.00
10	piece	5	Correctional Tape	45.00	225.00
11	piece	10	Folder White long size	12.00	120.00
12	piece	10	Folder White Short size	11.00	110.00
13	piece	8	Portfolio Expanded Envelope Long Size (Brown)	35.00	280.00
14	piece	8	Portfolio Expanded Envelope Short Size (Brown)	35.00	280.00
15	box	1	White Board Pen Marker (12 pcs)	600.00	600.00
16	bottle	2	White Board Marker Ink (Black)	100.00	200.00
17	Piece	5	High Lighter Pen Yello Color	75.00	375.00
18	Piece	1	Glue	110.00	110.00
19	box	2	Ballpen Black Color 12's	120.00	240.00
20	piece	10	Brown Envelope Long Size	8.00	80.00
21	piece	10	Brown Envelope Short Size	7.00	70.00
22	box	2	Staple Wire No. 35	110.00	220.00
23	pack	2	Sticky Note Pad	80.00	160.00
24	pack	2	Tape Transparent (2 inches)	100.00	200.00
25	pack	2	Packing Tape (2 inches) (brown)	100.00	200.00
26	piece	2	Scissors (Medium)	150.00	300.00
27	piece	2	Stapler No. 35	400.00	800.00
			*****NothingFollows*****		
			Purpose:		
			For PIC/PGO Office Supplies		
Total			**Nineteen Thousand Nine Hundred Sixty Pesos Only**		**19,960.00**

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,

Conformed: