



## PURCHASE ORDER

Supplier : **XYZ GENERAL MERCHANDISE**

P.O. Number: **2023062033**

Address : **Stall 23, Pcbijt, Bus Terminal, New Pandan, Panabo City**



**020230620330871EFB9C**

PhilGEPS Registration No. : **201606172806947984338**

Date : **Jun 14, 2023**

Tel./Fax No. : **09989835924**

P.R. No. : **2023052810**

Registration Certificate : **DTI**

Procurement mode: **Section 52.1b**

Req. Office : **Provincial Governor's Office**

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

Date of Delivery : \_\_\_\_\_ Payment Term : **ON ACCOUNT**

Delivery Term: **10 Calendar Days**

Place of Delivery : **PGSO Warehouse**

I.N.	Quantity/Unit	Item	Unit Cost	Amount
1	300.00 REMS	BOND PAPER (LEGAL SIZE) 8.5 X 13 70 GSM 500 SHEET PER PACK	205.00	61,500.00
2	150.00 REMS	BOND PAPER (SHORT) 8.5 X 11 70 GSM 500 PCS PER PACK	200.00	30,000.00
3	150.00 REMS	BOND PAPER (A4) 8.3 X 11.7 70 GSM 500 PCS PER PACK	200.00	30,000.00
4	50.00 BOX	SIGN PEN BLACK 0.7 12 PCS PER BOX	185.00	9,250.00
5	50.00 BOX	SIGN PEN BLACK 0.5 12 PCS PER BOX	150.00	7,500.00
6	50.00 BOX	SIGN PEN BLUE 0.5 12 PCS PER BOX	150.00	7,500.00
7	50.00 BOX	SIGN PEN RED 0.5	150.00	7,500.00

For the Official Use of Provincial Governors Office CY 2023

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.

I hereby conform that **NOTICE TO DELIVER** shall be served to the **PLACE OF DELIVERY** stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.

Conforme :

*Giselle Nostrales*

\_\_\_\_\_  
(Signature over printed name)

*Jun 14 2023*  
(Date)

Very truly yours,

By the Authority of the Governor:

**EDWIN I. JUBAHIB**  
Governor


*Josie Jean R. Rabanoz*  
ENGR. JOSIE JEAN R. RABANOZ, CE, MPA, EnP  
Provincial Administrator

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

ALEJANDRO R. OMILA JR.



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Supplier : <b>XYZ GENERAL MERCHANDISE</b>	P.O. Number: <b>2023062033</b>
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PhilGEPS Registration No. : <b>201606172806947984338</b>	Date : <b>Jun 14, 2023</b>
Tel./Fax No. : <b>09989835924</b>	P.R. No. : <b>2023052810</b>
Registration Certificate : <b>DTI</b>	Procurement mode: <b>Section 52.1b</b>
Req. Office : <b>Provincial Governor's Office</b>	

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


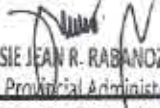
Date of Delivery : _____	Payment Term : <b>ON ACCOUNT</b>	Delivery Term: <b>10 Calendar Days</b>
Place of Delivery : <b>PGSO Warehouse</b>		

I.N.	Quantity/Unit	Item	Unit Cost	Amount
		12 PCS PER BOX		
8	100.00 REMS	NEWS PRINT SHORT 8.5 X 11 480 SHEETS PER REM	150.00	15,000.00
9	150.00 PCS	CORRECTON TAPE 8M	25.00	3,750.00
10	250.00 PCS	BROWN ENVELOP (LONG)	15.00	3,750.00
11	250.00 PCS	BROWN ENVELOP (SHORT)	12.00	3,000.00
12	250.00 PCS	BROWN FOLDER (LONG)	15.00	3,750.00
13	250.00 PCS	BROWN FOLDER (SHORT)	12.00	3,000.00
14	200.00 PCS	EXPANDABLE ENVELOP WITH ELASTIC STRING LONG ASSORTED COLORS	18.00	3,600.00
15	100.00 PCS	SCOTCH TAPE 1"	20.00	2,000.00
16	100.00 PCS	MASKING TAPE 2"	25.00	2,500.00
17	50.00 PCS	BINDER CLIP 2"	10.00	500.00
18	50.00 PCS	BINDER CLIP 4"	15.00	750.00
19	20.00 BOT	STAMP PAD INK BLUE	85.00	1,700.00
20	20.00 BOT	STAMP PAD INK BLACK	85.00	1,700.00
21	10.00 PCS	DOCUMENT STORAGE BOX	350.00	3,500.00

<b>For the Official Use of Provincial Governors Office CY 2023</b>
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I hereby conform that **NOTICE TO DELIVER** shall be served to the **PLACE OF DELIVERY** stated herein **three (3) days before the actual delivery of the item/s covered by this Purchase Order.**

Conforme :	Very truly yours,
	By the Authority of the Governor:
(Signature over printed name)	<b>EDWIN I. JUBAHIB</b>
JUL 27 2023	Governor
(Date)	
	ENGR. JOSIE JEAN R. RABANOZ, CE, MPA, EnP
	Provincial Administrator


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ALEJANDRO R. OMILA JR.





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Address : <b>Stall 23, Pcibit, Bus Terminal, New Pandan, Panabo City</b>	 <b>O20230620330871EFB9C</b>
PhilGEPS Registration No. : <b>201606172806947984338</b>	Date : <b>Jun 14, 2023</b>
Tel./Fax No. : <b>09989835924</b>	P.R. No. : <b>2023052810</b>
Registration Certificate : <b>DTI</b>	Procurement mode: <b>Section 52.1b</b>
Req. Office : <b>Provincial Governor's Office</b>	

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

Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b>	Delivery Term: <b>10 Calendar Days</b>
Place of Delivery : <b>PGSO Warehouse</b>	

I.N.	Quantity/Unit	Item	Unit Cost	Amount
		Assorted colors		

Green Procurement Terms and Conditions

- MULTICOPY PAPER**
1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
  2. Wrapping by ream should be made of at least 50% biodegradable material, no 100% single-use plastic wrapping. For bulk orders, carton box shall be used for packing.


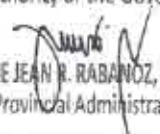
The award is based on Abstract No. **0620231818** created on **June 05, 2023** under Quotation No. **C20232427** opened on **June 01, 2023**

<b>For the Official Use of Provincial Governors Office CY 2023</b>	
Grand Total Amount in Words : <b>TWO HUNDRED ONE THOUSAND SEVEN HUNDRED FIFTY AND XX / 100</b>	GRAND TOTAL : <b>₱ 201,750.00</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.

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Conforme :

 _____ (Signature over printed name) _____ JUL 27 2023 (Date)	Very truly yours, By the Authority of the Governor:  <b>ENGR. JOSIE JEAN R. RABANOZ, CE, MPA, EnP</b> Provincial Administrator
	<b>EDWIN I. JUBAHIB</b> Governor

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**ALEJANDRO R. OMILA JR.**