

## PURCHASE ORDER

DEPARTMENT OF SCIENCE AND TECHNOLOGY-CARAGA  
CSU Campus, Ampayon, Butuan City, 8600


<b>Supplier : COMPANERO COMMERCIAL</b>		<b>P.O. No. : 2022-03-044</b>			
<b>Address : Lope Jaena St., Butuan City</b>		<b>Date : 3/4/2022</b>			
<b>TIN:</b>		<b>Mode of Procurement :</b>			
<b>Gentlemen:</b>		<b>SHOPPING (b)</b>			
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
<b>Place of Delivery : Butuan City</b>		<b>Delivery Term : 30 CD</b>			
<b>Date of Delivery : Upon receipt of the Purchase Order</b>		<b>Payment Term : ON ACCOUNT</b>			
Stock/ Property No.	Unit	Description	QTY	Unit Cost	Amount
	cart	RING BINDER PLASTIC 25MM	50	P 30.00	P 1,500.00
	pc	NOTEPAD, STICK-ON, 2X3, 100 SHEETS PER PAD	30	P 15.00	P 450.00
	pc	NOTE PAD, STICK-ON, (3"X4"), 100 SHEETS PER PAD	20	P 25.00	P 500.00
	ream	PAPER MULTICOPY; 80gsm, size: 210mm x 297mm	100	P 235.00	P 23,500.00
	box	FOLDER, PRESSBOARD, SIZE 240MM X 370MM, 100s/BOX	4	P 1,450.00	P 5,800.00
	roll	TAPE, MASKING, 24MM, 50 METERS LENGTH	30	P 40.00	P 1,200.00
	roll	TAPE, TRANSPARENT 24MM, 50M LENGTH	50	P 20.00	P 1,000.00
	roll	TAPE, TRANSPARENT, 48MM, 50 METERS	30	P 40.00	P 1,200.00
	roll	TAPE, PACKAGING, 48MM, 50 METERS LENGTH	30	P 40.00	P 1,200.00
	box	CLIP, BACKFOLD, 19MM, 12 pcs/box	30	P 15.00	P 450.00
	box	CLIP, BACKFOLD, 25MM, 12 pcs/box	50	P 25.00	P 1,250.00
	box	CLIP, BACKFOLD, 32MM, 12 pcs/box	30	P 25.00	P 750.00
	box	CLIP, BACKFOLD, 50MM, 12 pcs/box	30	P 70.00	P 2,100.00
	bottle	GLUE, ALL PURPOSE	15	P 40.00	P 600.00
	pc	LIGHT BULB, LED, 7 WATTS 1 PC IN INDIVIDUAL BOX	20	P 135.00	P 2,700.00
	pc	MOP HANDLE, HD, SCREW TYPE, ALUMINUM	5	P 195.00	P 975.00
		Purpose: Procurement of common office and IT supplies for the month of February and March of CY 2022.			
		PR#: 2022-02-024			
<b>(Total Amount in Words)</b>		<b>FORTY FIVE THOUSAND ONE HUNDRED SEVENTY FIVE PESOS ONLY</b>			<b>P 45,175.00</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 on the undelivered item/s.

Conforme:

  
**COMPANERO COMMERCIAL**  
Signature over Printed Name of Supplier

Very truly yours,

  
**NOEL M. AIOC**  
OIC, Office of the Regional Director

Fund Cluster : 01  
Funds Available : ✓  
**MAYETTE M. CARLON** *3/7/22*  
Accountant III

ORS/BURS No. : 02-10161-2022-03-0206  
Date of the ORS/BURS: 3/7/22  
Amount : 45,175.00