

# PURCHASE ORDER

## DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>	P. O. No.	NCR-24-082
<b>Address</b>	68A Lalaine Bennet Street BF Resort Village, Las Piñas City	Date October 07, 2024
<b>Telephone</b>	(02) 8425-4112 / 0918 807 8161 / 0917 120 4031	Mode of Procurement : NP 53.9 - Small Value Procurement

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

<b>Place of Delivery :</b> 7840 Makati Avenue, Poblacion, Makati City	<b>Delivery Term :</b> One (1) day
<b>Date of Delivery :</b> Five (5) days upon signing of PO	<b>Payment Term :</b> Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																																																									
	LOT	1 (One)	<p><b>PROJECT NAME: SUPPLY AND DELIVERY OF OFFICE SUPPLIES OF DOT-NCR NOT AVAILABLE IN PS-DBM FOR THE THIRD QUARTER FY 2024</b></p> <p>I. SCOPE OF SERVICES /DELIVERABLES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit</th> <th>Item Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>cart</td><td>ink Cartridge, HP 680, Black</td><td>15</td></tr> <tr><td>cart</td><td>ink Cartridge, HP 680, Tricolor</td><td>15</td></tr> <tr><td>cart</td><td>ink Cartridge, HP LaserJet 206A, Black</td><td>1</td></tr> <tr><td>bottle</td><td>ink, GT 53, -Black</td><td>6</td></tr> <tr><td>box</td><td>Paper Clip, vinyl/plastic coat, length 33mm</td><td>40</td></tr> <tr><td>box</td><td>Binder Clip, 19mm</td><td>10</td></tr> <tr><td>box</td><td>Binder Clip, 25mm</td><td>10</td></tr> <tr><td>box</td><td>Binder Clip, 32mm</td><td>10</td></tr> <tr><td>box</td><td>Binder Clip, 50mm</td><td>10</td></tr> <tr><td>pad</td><td>Noteepad, Sticky note, 3" x 3"</td><td>10</td></tr> <tr><td>pad</td><td>Noteepad, Sticky note, 2" x 3"</td><td>10</td></tr> <tr><td>pad</td><td>Noteepad, Sticky note, 3" x 4"</td><td>10</td></tr> <tr><td>piece</td><td>Ballpen, black</td><td>40</td></tr> <tr><td>pack</td><td>Battery, drycell, "AAA" (2 pcs/pack)</td><td>10</td></tr> <tr><td>jar</td><td>Glue, all pu. 9095 ( 200 ml)</td><td>10</td></tr> <tr><td>pack</td><td>Folder, L-Type, Long (50 pcs/pack)</td><td>4</td></tr> <tr><td>pack</td><td>Folder, L-Type, A4 (50 pcs/pack)</td><td>2</td></tr> <tr><td>piece</td><td>Marker, Permanent, Black</td><td>5</td></tr> </tbody> </table>	Unit	Item Description	Quantity	cart	ink Cartridge, HP 680, Black	15	cart	ink Cartridge, HP 680, Tricolor	15	cart	ink Cartridge, HP LaserJet 206A, Black	1	bottle	ink, GT 53, -Black	6	box	Paper Clip, vinyl/plastic coat, length 33mm	40	box	Binder Clip, 19mm	10	box	Binder Clip, 25mm	10	box	Binder Clip, 32mm	10	box	Binder Clip, 50mm	10	pad	Noteepad, Sticky note, 3" x 3"	10	pad	Noteepad, Sticky note, 2" x 3"	10	pad	Noteepad, Sticky note, 3" x 4"	10	piece	Ballpen, black	40	pack	Battery, drycell, "AAA" (2 pcs/pack)	10	jar	Glue, all pu. 9095 ( 200 ml)	10	pack	Folder, L-Type, Long (50 pcs/pack)	4	pack	Folder, L-Type, A4 (50 pcs/pack)	2	piece	Marker, Permanent, Black	5		29,065.00
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<b>(Total Amount in Words)</b>			<b>Pesos : TWENTY-NINE THOUSAND AND SIXTY-FIVE ONLY</b> <i>(inclusive of all applicable government taxes)</i>		29,065.00																																																									

APPROVED BUDGET FOR THE CONTRACT (ABC)  
**Php 33,717.00**  
Pesos: THIRTY-THREE THOUSAND SEVEN HUNDRED SEVENTEEN ONLY  
\*inclusive of all applicable taxes. EFT/AT/Government taxes/service charge/and other applicable cover and charges net upon completion of the project and delivery of all requirements as agreed upon.  
Government procedure and subject to appropriate government issue.

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.

**Conforme :**  **Very truly yours,**  
Signature over printed name  
Assistant Secretary for TRDG and  
concurrent Regional Director, DOT-NCR

**Funds Available :**  Date  
Amount : ₱ 29,065.-  
ALOBS No. 2A 10-0469

MARIA VICTORIA S. RODRIGO  
Acting Accountant