



PURCHASE ORDER

Supplier : G.E. GENERAL MERCHANDISE

P.O. Number: **2025020337**

Address : MIRAFUENTES DIST., P. EVERLASTINGF MAGUGPO NORTH
TAGUM CITY DAVAO 8100



O20250203370C4FD9BC3

TIN: 924-082-341-00000

PhilGEPS Registration No. : 20090526844540411366

Tel./Mobile/Fax No. : 09688542116

Registration Certificate : DTI

Date : **Feb 27, 2025**

P.R. No. : 2025010436

Procurement mode: Shopping B (Regular
Purchase)

Req. Office : **Provincial General Services 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**
Partial delivery NOT ALLOWED

Place of Delivery : PGSO Warehouse

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|--|-----------|----------|
| 1 | 25.00 BOT | ALCOHOL, RUBBING 70% ETHYL, 500ML W/ MOISTURIZER | 150.00 | 3,750.00 |
| 2 | 3.00 PC | BOOK - RECORD #85 200 PAGES, HARD BOUND | 450.00 | 1,350.00 |
| 3 | 15.00 PC | CLIP - BINDER ¾" 12'S | 38.00 | 570.00 |
| 4 | 5.00 BOX | CLIP - PAPER (SMALL SIZE, VINYL COATED) | 20.00 | 100.00 |
| 5 | 100.00 PC | COMPOSITION NOTEBOOK, ORDINARY, 40 LEAVES (ASSORTED COLOR) 80LVS | 35.00 | 3,500.00 |
| 6 | 5.00 CAN | DISHWASHING PASTE - 200 GRAMS | 75.00 | 375.00 |
| 7 | 100.00 PC | ENVELOPE - BROWN (8.5" X 13") - LONG SIZE | 8.00 | 800.00 |
| 8 | 95.00 PC | Expandable Long Plastic Envelope with Handle & Zipper Lock | 95.00 | 9,025.00 |
| 9 | 100.00 PC | FOLDER - BROWN (8.5" X 13") - LONG SIZE | 10.00 | 1,000.00 |
| 10 | 20.00 PC | FOLDER - CLEAR BOOK (8.5" X 11") - SHORT SIZE - 30 LEAVES | 135.00 | 2,700.00 |
| 11 | 100.00 PC | FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG | 35.00 | 3,500.00 |
| 12 | 20.00 PC | FOLDER - PLASTIC EXPANDABLE (8.5" X 13") - LONG SIZE | 35.00 | 700.00 |

For Requisition of Common-Use goods for 1st quarter of FY 2025 of PROVINCIAL PLANNING AND DEVELOPMENT OFFICE

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 :

APRIL MARY BUCAN
(Signature over printed name)

03-18-25
(Date)

Very truly yours, **JOSELEY C. MIRAFUENTES, MPA**
Supervising Admin. Officer
EDWIN I. JUBAHIB
Governor

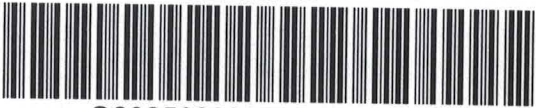
(Date)

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ALEJANDRO R. OMILA JR.



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| Tel./Mobile/Fax No. : <u>09688542116</u> | Procurement mode: <u>Shopping B (Regular Purchase)</u> |
| Registration Certificate : <u>DTI</u> | |

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|------|---------------|--|-----------|-----------|
| | | CLEAR FOLDER | | |
| 13 | 3.00 BOT | GLUE - MULTI-PURPOSE GLUE 240ML | 190.00 | 570.00 |
| 14 | 5.00 PC | MARKER - MEMO HIGHLIGHTER STICK HBW | 25.00 | 125.00 |
| 15 | 50.00 REAM | PAPER - BOOK (8.5" X 13") LONG SIZE (SUB. 20), 70 GSM ARIA | 265.00 | 13,250.00 |
| 16 | 50.00 REAM | PAPER - BOOK (8.5"X11.7") A4 SIZE (SUB.20) ARIA | 235.00 | 11,750.00 |
| 17 | 10.00 PC | PAPER - CAMBRIC BOARD (8.5" X 11") - SHORT SIZE WORX, VELLUM 10'S/PACK | 48.00 | 480.00 |
| 18 | 3.00 PACK | PAPER - PHOTOPAPER, LONG SIZE | 155.00 | 465.00 |
| 19 | 1.00 PACK | PAPER - PHOTOPAPER, MATTE A4 | 110.00 | 110.00 |
| 20 | 50.00 PC | PEN - BALLPOINT 0.5MM BLACK FABER | 20.00 | 1,000.00 |
| 21 | 25.00 PC | PEN - SIGN PEN 0.7MM BLACK | 32.00 | 800.00 |
| 22 | 50.00 PC | PENCIL - #2 WITH ERASER, HEAVY DUTY | 12.00 | 600.00 |
| 23 | 5.00 PC | PENTEL PEN-PERMANENT, FINE | 45.00 | 225.00 |
| 24 | 10.00 PC | Plastic Ring Comb Binder (Black 100 Leaves) A4 | 35.00 | 350.00 |

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Conforme : APRN [Signature] Dulan Very truly yours, JOEFREY C. [Signature] MPA
(Signature over printed name) **Supervising Admin. Officer**
07-18-25 **EDWIN I. JUBAHIB**
(Date) **Governor**

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| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|--|-----------|----------|
| | | LENGTH 14MM | | |
| 25 | 10.00 PC | Plastic Ring Comb Binder (Black 100 Leaves) long | 35.00 | 350.00 |
| | | LENGTH 14MM | | |
| 26 | 10.00 PACK | POST IT - 3" X 4", YELLOW | 45.00 | 450.00 |
| | | GENERIC | | |
| 27 | 3.00 PAD | POST IT - WITH PRINT "PLEASE SIGN HERE" | 28.00 | 84.00 |
| | | GENERIC | | |
| 28 | 1.00 BOX | PVC COVER - A4, 100'S/BOX | 875.00 | 875.00 |
| | | 300MIC. | | |
| 29 | 5.00 BOX | STAPLE WIRE - #35 | 55.00 | 275.00 |
| 30 | 10.00 PC | STAPLER - #35 WITH REMOVER HEAVY DUTY | 175.00 | 1,750.00 |
| 31 | 2.00 ROLL | TAPE - DOUBLE SIDED TAPE, 1" | 38.00 | 76.00 |
| 32 | 2.00 PC | TAPE - DUCT, 2" | 275.00 | 550.00 |
| 33 | 5.00 ROLL | TAPE - SCOTCH 1/2" | 28.00 | 140.00 |
| 34 | 3.00 ROLL | TAPE - SCOTCH, 1" X 50M | 38.00 | 114.00 |
| 35 | 5.00 ROLL | TAPE MASKING 1" | 38.00 | 190.00 |
| 36 | 100.00 ROLL | TISSUE - 3-PLY BATHROOM TISSUE | 20.00 | 2,000.00 |
| | | 2 PLY | | |

| | |
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| For Requisition of Common-Use goods for 1st quarter of FY 2025 of PROVINCIAL PLANNING AND DEVELOPMENT OFFICE | |
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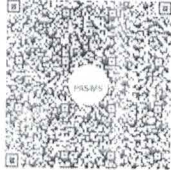
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Conforme : APRIL MORA PULAN Very truly yours, JOEFEY C. MORA PUNTES, MPA
(Signature over printed name) 07-18-25 Supervising Admin. Officer
EDWIN I. JUBAHIB
Governor


(Date) (Date)

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Green Procurement Terms and Conditions

DISINFECTANT SPRAY

- 1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- 2. The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper use and waste disposal.
- 3. The supplier shall supply product containing no Chlorofluorocarbon (CFC) or other ozone depleting substances.

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.

RECORD BOOKS

- 1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
- 2. There shall be no individual wrapping of items upon delivery. If bulk, carton box shall be used for packing.

TOILET PAPER

- 1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
- 2. The core as well as any paper wrapping and carton box packing must be strong enough for storage and transit.

The award is based on Abstract No. **0220250235** created on **February 18, 2025** under Quotation No. **C20250313** opened on **February 13, 2025**

| | |
|--|----------------------------------|
| For Requisition of Common-Use goods for 1st quarter of FY 2025 of PROVINCIAL PLANNING AND DEVELOPMENT OFFICE | |
| Grand Total Amount in Words : <u>SIXTY-THREE THOUSAND NINE HUNDRED FORTY-NINE AND XX / 100</u> | GRAND TOTAL : ₱ 63,949.00 |

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03-18-25 Governor
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