




PURCHASE ORDER

|   |  |
|---|--|
| Supplier : <b>KAC GENERAL MERCHANDISE AND CATERING SERVICES</b>   | P.O. Number: <b>2025061810</b><br><br><b>O20250618107C40D538A</b> |
| Address : <b>PRK. 3, TABA, CARMEN, DAVAO DEL NORTE</b>  | Date : <b>Jun 05, 2025</b><br>P.R. No. : <b>2025042252</b><br>Procurement mode: <b>Shopping B (Regular Purchase)</b>                                 |
| TIN: <b>927-846-026-000</b><br>PhilGEPS Registration No. : <b>172984</b><br>Tel./Mobile/Fax No. : <b>09204864753</b><br>Registration Certificate : <b>DTI</b> |  |
| Req. Office : <b>Office of the Secretary to the Sangunian</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>5 Calendar Days</b> |
| Place of Delivery : <b>ON SITE</b> |                                  |                                       |

| I.N. | Quantity/Unit | Item  | Unit Cost | Amount    |
|------|---------------|---|-----------|-----------|
| 1    | 500.00 REAM   | PAPER - BOOK (8.5" X 13") LONG SIZE (SUB. 20)<br>COPY ONE | 184.00    | 92,000.00 |
| 2    | 50.00 REAM    | PAPER - BOND (8.5"X11") SHORT SIZE (SUB.16)<br>COPY ONE   | 162.00    | 8,100.00  |
| 3    | 8.00 PACK     | BATTERY, AA, 4 PCS/PACK<br>EVEREADY                       | 110.00    | 880.00    |
| 4    | 9.00 PACK     | BATTERY, AAA, 4PCS/PACK<br>EVEREADY                       | 127.00    | 1,143.00  |
| 5    | 25.00 ROLL    | TAPE - MASKING 1/2"<br>CROCO                              | 6.10      | 152.50    |
| 6    | 25.00 PC      | TOOL - WINDOW CLEANER<br>ZIM                              | 124.00    | 3,100.00  |
| 7    | 50.00 BOT     | ALCOHOL - 70% ISOPROPHYL (500ML)<br>GREENCROSS            | 91.00     | 4,550.00  |
| 8    | 50.00 PC      | NOTEBOOK - WITH SPRING 80 LVS.                            | 14.00     | 700.00    |
| 9    | 24.00 ROLL    | TAPE - SCOTCH 1/2"<br>CROCO                               | 6.10      | 146.40    |
| 10   | 30.00 BOT     | GLUE - MULTI-PURPOSE GLUE 240ML<br>JOY                    | 40.00     | 1,200.00  |
| 11   | 100.00 ROLL   | TISSUE - 3-PLY BATHROOM TISSUE                            | 19.00     | 1,900.00  |

|            |  |
|------------|--|
| OFFICE USE |  |
|------------|--|

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 : | <br>Aileen D. Zulueta<br>_____<br>(Signature over printed name)<br>JUL 02 2025<br>_____<br>(Date) | Very truly yours, | <br>GALE GUADALUPE G. MONTILLERO, MAEd, MHRM<br>Assistant Provincial Administrator (Administration)<br>EDWIN I. JUBAHIB<br>Governor<br>_____<br>(Date) |
|------------|--|-------------------|---|

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.



PURCHASE ORDER

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| Address : <b>PRK. 3, TABA, CARMEN, DAVAO DEL NORTE</b>  | <br><b>O20250618107C40D538A</b>   |
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| Req. Office : <b>Office of the Secretary to the Sangunian</b>   |  |

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| I.N.  | Quantity/Unit | Item   | Unit Cost | Amount    |
|-------|---------------|--|-----------|-----------|
| TOILY |               |  |           |           |
| 12    | 25.00 PC      | PEN - BALLPOINT 0.5MM BLACK                            | 12.00     | 300.00    |
| 13    | 100.00 PC     | FOLDER - EXPANDABLE, GREEN                             | 21.00     | 2,100.00  |
| 14    | 100.00 REAM   | PAPER - BOND (8.5"X13") LONG SIZE (SUB.16)<br>COPY ONE | 184.00    | 18,400.00 |
| 15    | 12.00 PC      | PEN - SIGN PEN 0.7MM BLUE                              | 19.00     | 228.00    |
| 16    | 12.00 PC      | BOOK - RECORD #85 500 PAGES, HARD BOUND<br>VECO        | 410.00    | 4,920.00  |
| 17    | 10.00 PACK    | PAPER - PHOTOPAPER, GLOSSY, 20'S<br>RC GLOSSY          | 62.50     | 625.00    |
| 18    | 15.00 PACK    | PAPER - PHOTOPAPER, STICKER A4<br>RC SATIN             | 87.00     | 1,305.00  |

Remarks :  
1) PLEASE INDICATED IN THE BRAND NAME OF ITEMS TO CANVASS FORM / PRICE QUOTATION  
2) ALL ITEMS MUST BE COMPLETELY FILLED OUT AND QUOTED  
3) DELIVERY OF ITEMS SHALL BE (7) DAYS AFTER THE RECEIPT OF PURCHASE ORDER  
AND THE NUMBER OF DAYS OF DELIVERY MUST BE INDICATED IN THE CANVASS  
FORM/PRICE QUOTATION

Green Procurement Terms and Conditions  
  
MULTICOPY PAPER

|   |  |
|---|--|
| OFFICE USE  |  |
| <p>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.</p> <p>I hereby conform that <b>NOTICE TO DELIVER</b> shall be served to the <b>PLACE OF DELIVERY</b> stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.</p> <div><div>Conforme :<br/><br/><b>Aileen D. Zulueta</b><br/>(Signature over printed name)<br/><br/>JUL 02 2025<br/>(Date)</div><div>Very truly yours,<br/><br/><b>GALE GUADALUPE G. MORTILLERO, MBLRG, MHRM</b><br/>Assistant to the Governor (Administration)<br/><b>EDWIN M. SUBANIB</b><br/>Governor<br/><br/>(Date)</div></div> |  |

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ALEJANDRO R. OMILA JR.





PURCHASE ORDER

Supplier : **KAC GENERAL MERCHANDISE AND CATERING SERVICES**

P.O. Number: **2025061810**

Address : **PRK. 3, TABA, CARMEN, DAVAO DEL NORTE**



**O20250618107C40D538A**

TIN: **927-846-026-000**

PhilGEPS Registration No. : **172984**

Tel./Mobile/Fax No. : **09204864753**

Registration Certificate : **DTI**

Date : **Jun 05, 2025**

P.R. No. : **2025042252**

Procurement mode: **Shopping B (Regular Purchase)**

Req. Office : **Office of the Secretary to the Sangunian**

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

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

Delivery Term: **5 Calendar Days**

Place of Delivery : **ON SITE**

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|------|-----------|--------|
|------|---------------|------|-----------|--------|

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. **0520251320** created on **May 15, 2025** under Quotation No. **C20251609** opened on **May 08, 2025**

OFFICE USE

Grand Total Amount in Words : **ONE HUNDRED FORTY-ONE THOUSAND SEVEN HUNDRED FORTY-NINE AND 90 / 100**

GRAND TOTAL : **P.141,749.90**

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Conforme :

**Aileen D. Zulueta**

(Signature over printed name)

**JUL 02 2025**

(Date)

Very truly yours,

By the Authority of the Governor:

**GALE GUADALUPE G. MORTILLERO, MSLRG, MHMM**  
Assistant Provincial Administrator (Administration)

**EDWIN I. JUBAHIB**  
Governor

(Date)

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