



KAGAWARAN NG UGNAYANG PANLABAS

PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: **TRI-GREEN SUPPLY AND TECHNOLOGY SOLUTIONS, INC.**

P.O. No. **05-014-21**

Address: **No. 12 Cottonwood St. GWEV, San Andres, Cainta, Rizal**

Date **20-May-21**

Contact nos: **T: 8916-8518; 8569-0061 | E: trigreen01207@gmail.com**

Mode of Procurement **Shopping**

Gentlemen:

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

Place of Delivery: **Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City**

Delivery Term: **30 days**

Date of Delivery:

Payment Term: **Government Procedure**

Item No.	Unit	Quantity	Description	Unit Cost	Amount
OFMS					
1	Bundle	30	Looseleaf cover, made of chipboard, legal size	P 230.00	P 6,900.00
2	Pad	70	Sticky note, 50mm x 76mm, 2"x3"	P 25.00	P 1,750.00
3	Pad	60	Sticky note, 50mm x 100mm, 3"x4"	P 45.00	P 2,700.00
4	Pad	60	Sticky note, 76mm x 76mm, 3"x3"	P 35.00	P 2,100.00
5	Pad	10	Paper pad, ruled	P 28.00	P 280.00
6	Ream	100	Paper, multi-copy, A4	P 165.00	P 16,500.00
7	Ream	500	Paper, multi-purpose copy, A4	P 160.00	P 80,000.00
8	Book	10	Record book, 300 pages size 214mm x 278mm	P 82.00	P 820.00
9	Book	10	Record book, 500 pages size 214mm x 278mm	P 97.00	P 970.00
10	Pack	10	Battery, dry cell, AA, 2 pieces per blister pack	P 80.00	P 800.00
11	Pack	10	Battery, dry cell, AAA, 2 pieces per blister pack	P 92.00	P 920.00
12	Jar	10	Glue, all purpose, 200 grams min.	P 140.00	P 1,400.00
13	Box	6	Staple wire, for heavy duty stapler, 23/13	P 35.00	P 210.00
14	Roll	10	Tape, masking 24mm, 1"	P 30.00	P 300.00
15	Roll	80	Tape, packaging, 48mm, 2"	P 25.00	P 2,000.00
16	Roll	50	Tape, transparent, 24mm, 1"	P 24.00	P 1,200.00
17	Roll	50	Tape, transparent, 48mm, 2"	P 27.00	P 1,350.00
18	Roll	10	Twine, plastic, 1kg/roll	P 70.00	P 700.00
19	Box	20	Clip, backfold, all metal clamping, 19mm	P 32.00	P 640.00
20	Box	20	Clip, backfold, all metal clamping, 25mm	P 35.00	P 700.00
21	Box	20	Clip, backfold, all metal clamping, 32mm	P 56.00	P 1,120.00
22	Box	20	Clip, backfold, all metal clamping, 50mm	P 89.00	P 1,780.00
23	Piece	120	Correction tape, film base type, U/L 6m	P 29.00	P 3,480.00
24	Box	4	Envelope, mailing white, 70gsm	P 300.00	P 1,200.00
25	Piece	4	Eraser, felt for blackboard/whiteboard	P 28.00	P 112.00
26	Piece	10	Eraser, plastic/rubber	P 12.00	P 120.00
27	Box	50	Fastener, metal, 70mm between prongs	P 55.00	P 2,750.00
28	Piece	10	File organizer, expanding plastic, 12 pockets	P 132.00	P 1,320.00
29	Pack	10	Folder, tagboard, A4 size	P 330.00	P 3,300.00
30	Pack	10	Folder, tagboard, Legal size	P 390.00	P 3,900.00
31	Box	6	Folder, pressboard, 240mm x 370mm	P 1,480.00	P 8,880.00
32	Set	30	Marker, fluorescent, 3 assorted colors	P 48.00	P 1,440.00
33	Piece	30	Marker, whiteboard, black, felt tip bullet type	P 23.00	P 690.00
34	Piece	30	Marker, whiteboard, blue, felt tip bullet type	P 23.00	P 690.00
35	Piece	30	Marker, permanent, bullet type, black	P 23.00	P 690.00
36	Piece	30	Marker, permanent, bullet type, blue	P 23.00	P 690.00
37	Box	30	Paper clip, vinyl/plastic coat length: 32mm	P 15.50	P 465.00
38	Box	30	Paper clip, vinyl/plastic coat length: 50mm	P 23.00	P 690.00
39	Box	10	Pencil lead w/ eraser, wood cased, hardness: HD	P 52.00	P 520.00
40	Piece	10	Puncher, paper heavy duty with two hole guide	P 160.00	P 1,600.00
41	Pair	60	Scissors, symmetrical blade, length 65mm	P 55.00	P 3,300.00
42	Piece	50	Stapler, standard type, load cap: 200 staples	P 65.00	P 3,250.00
43	Piece	20	Staple remover, plier type	P 80.00	P 1,600.00

(total Amount in Words)

P 165,827.00

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:

(Signature over printed name)

(Date)

Very truly yours,

MEGARDO C. MACARAIG
Assistant Secretary, OAMSS

Requisitioning Office/Dept:

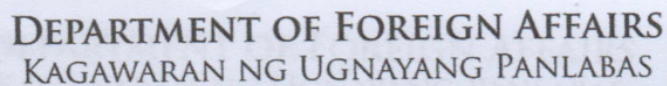
Funds Available:

Amount:

MYLA GRACE RAGENIA C. MACAHILIG
Assistant Secretary, OFMS

FELISA F. MACARAIG
Chief Accountant

ALOBS No.: **011011012021-12-007440**



DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Mode of Procurement	Shopping
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Payment Term:	Government Procedure
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(total Amount in Words)	One Hundred Ninety Thousand Nine Hundred Forty-Two Pesos
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