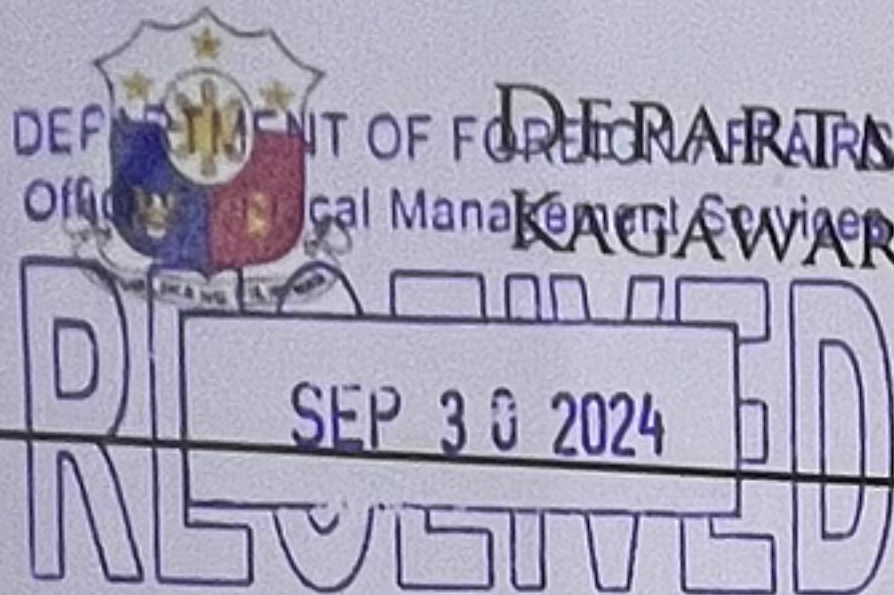




DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



PURCHASE ORDER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: **347 SCHOOL OFFICE SUPPLIES INC.**

Address: 347 Ongsiaco Bldg. San Vicente St. cor. Tomas Pinpin,
Binondo, Manila

Contact nos: T: 8230-9744 | M: 0945-5645514 | E: westwoods.dandan1616@gmail.com

P.O. No. **09-006-24**

Date **23-Sep-24**

Mode of Procurement **Shopping 52.1(b)**

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
Date of Delivery: n/a

Delivery Term: 2-3 weeks upon receipt of NTP

Payment Term: Government Terms

Item No.	Unit	Quantity	Description	Unit Cost	Amount
HRMO					
COMMON-USE SUPPLIES					
1	Piece	120	Sign Pen, Medium Tip, Black - 0.5mm	P 22.00	P 2,640.00
2	Piece	120	Sign Pen, Medium Tip, Blue - 0.5mm	P 22.00	P 2,640.00
3	Piece	20	Glue stick, 21g	P 28.00	P 560.00
4	Roll	20	Tape, masking, 48mm x 30m	P 56.00	P 1,120.00
5	Roll	20	Tape, packaging, 48mm x 30m	P 28.00	P 560.00
6	Roll	20	Tape, transparent, 48mm x 30m	P 28.00	P 560.00
7	Box	30	Clip, backfold, 25mm	P 18.00	P 540.00
8	Piece	10	DATER STAMP, medium	P 45.00	P 450.00
9	Box	5	Envelope, Expanding, Kraft, 100's	P 1,800.00	P 9,000.00
10	Pack	15	Folder, L-type, A4, 50's	P 275.00	P 4,125.00
11	Piece	10	Puncher, paper, heavy duty	P 165.00	P 1,650.00
12	Box	10	Rubber Band No. 18	P 150.00	P 1,500.00
13	Piece	5	Stamp Pad, felt	P 50.00	P 250.00
14	Piece	5	Tape Dispenser, table top	P 120.00	P 600.00
15	Pad	50	Notepad, stick-on, 50mm x 76mm	P 15.00	P 750.00
16	Pad	50	Notepad, stick-on, 76mm x 100mm	P 21.00	P 1,050.00
17	Pad	50	Notepad, stick-on, 76mm x 76mm	P 28.00	P 1,400.00
18	Piece	240	Ballpen, black	P 6.00	P 1,440.00
19	Piece	240	Ballpen, blue	P 6.00	P 1,440.00
20	Pack	5	Laminating Film, A4, 100's	P 575.00	P 2,875.00
21	Pack	6	Battery, Lithium (cr2032 3V) 2's	P 45.00	P 270.00
22	Box	40	Gold Seal, Notarial No. 24, 40's	P 55.00	P 2,200.00
23	Pack	20	Battery, dry cell, AAA, 2'S	P 40.00	P 800.00
24	Pack	20	Battery, dry cell, AA, 2'S	P 40.00	P 800.00
OTHER SUPPLIES					
25	Can	20	Disinfectant Spray	P 320.00	P 6,400.00
26	Box	20	Tissue, Facial, atleast 100 pulls, 3 ply, 3's	P 112.00	P 2,240.00
27	Gallon	8	Dishwashing Liquids, 1 gallon	P 180.00	P 1,440.00
28	Roll	12	Satin Ribbon, 1", different color, 1 yard	P 60.00	P 720.00
29	Roll	12	Satin Ribbon, 2", different color, 1 yard	P 120.00	P 1,440.00
ICT OFFICE SUPPLIES					
30	Piece	2	HP M0H50A Cartridge Tri-color	P 740.00	P 1,480.00
31	Piece	2	HP M0H51A Cartridge Black	P 740.00	P 1,480.00
xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxx					

(total Amount in Words) Fifty-Four Thousand Four Hundred Twenty

P 54,420.00

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:

Dante T. Aguilar
(Signature over printed name)

(Date)

Very truly yours,

Patrick John U. Hilado
PATRICK JOHN U. HILADO
Assistant Secretary, OAMSS

Requisitioning Office/Dept:

CHRISTOPHER B. MONTERO
Assistant Secretary, HRMO

Funds Available:

MINDARADAT R. MAMAD
Department Chief Accountant

Amount:

ALOBS No.:

P 54,420
2024-10-207221
01 Oct 2024

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 8834-4000
www.dfa.gov.ph