



PURCHASE ORDER
NATIONAL PARKS DEVELOPMENT COMMITTEE

Entity Name

Supplier :	UK OFFICE INC.	P.O. No.: 2024-03-0023	P.R. No.: 06428
Address :	558 Plaza Lorenzo Ruiz, Binondo, Manila	Date : March 6, 2024	
TIN :		Mode of Procurement :	NP Small Value (Sec. 53.9)

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

Place of Delivery :	Planetarium	Delivery Term :	Ten (10) Working Days
Date of Delivery :		Payment Term :	Thirty (30) Days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
0015-OS-A	piece/s	CLEARBOOK, A4 size, Green	6	33.00	198.00
0015-OS	piece/s	CLEARBOOK, Legal size, Green	6	38.00	228.00
0034-OS-B	box/es	CLIP, backfold, 25mm	30	18.00	540.00
0034-OS-C	box/es	CLIP, backfold, 32mm	46	24.00	1,104.00
0034-S-D	piece/s	CLIP, backfold, 50mm	45	50.00	2,250.00
	piece/s	CUTTER/UTILITY KNIFE, for general purpose	2	23.00	46.00
0037-OS-A	piece/s	DATA FILE BOX, Blue	34	95.00	3,230.00
0037-OS	piece/s	DATA FOLDER, Blue	71	90.00	6,390.00
0037-OS	piece/s	DATA FOLDER, Green	15	90.00	1,350.00
	piece/s	DATER STAMP	6	306.50	1,839.00
0039-OS	box/es	ENVELOPE, Mailing	1	248.00	248.00
0004-OS	box/es	ENVELOPE, Expanding, Kraft	2	1,150.00	2,300.00
0041-OS	box/es	FASTENER, Metal	5	68.00	340.00
0043-OS	pack/s	FILE TAB DIVIDER, A4, 5 pcs/pack	9	23.00	207.00
0043-OS-A	pack/s	FILE TAB DIVIDER, Legal, 5 pcs/pack	9	23.00	207.00
0045-OS	box/es	FOLDER, pressboard, Legal, 100pcs//box	2	2,000.00	4,000.00
0012-OS	jar/s	GLUE, all-purpose	4	57.50	230.00
0016-OS	box/es	INDEX TAB	5	78.00	390.00
0047-OS	piece/s	MAGAZINE FILE BOX, Large	24	290.00	6,960.00
0048-OS	set/s	MARKER, Fluorescent, 3 colors	5	84.00	420.00
0050-OS	piece/s	MARKER, Permanent, Black	7	30.50	213.50
0050-OS-A	piece/s	MARKER, Permanent, Blue	4	30.50	122.00
0050-OS-B	piece/s	MARKER, Permanent, Red	4	30.50	122.00
0049-OS	piece/s	MARKER, Whiteboard, Black	28	34.00	952.00
0049-OS-A	piece/s	MARKER, Whiteboard, Blue	6	34.00	204.00
0049-OS-B	piece/s	MARKER, Whiteboard, Red	8	34.00	272.00
0028-OS	pad/s	NOTEPAD, stick-on, 50mm x 76mm	22	10.00	220.00
0028-OS-A	pad/s	NOTEPAD, stick-on, 76mm x 100mm	26	14.00	364.00
0028-OS-B	pad/s	NOTEPAD, stick-on, 76mm x 76mm	16	15.00	240.00
0005-OS-C	ream/s	PAPER, MULTIPURPOSE A4, 70gsm	87	176.00	15,312.00
0005-OS-D	ream/s	PAPER, MULTIPURPOSE LEGAL, 70gsm	60	200.00	12,000.00
0051-OS	box/es	PAPER CLIP, vinly/plastic coated, 33mm	23	8.00	184.00
0051-OS-A	box/es	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	18	18.00	324.00
0052-OS	box/es	PENCIL, lead/graphite, with eraser	4	94.00	376.00
0030-OS	book/s	RECORD BOOK, 300 PAGES	25	62.35	1,558.75
0030-OS-A	book/s	RECORD BOOK, 500 PAGES	13	82.50	1,072.50
0009-OS	piece/s	SIGN PEN, Extra Fine Tip, Black	21	18.80	394.80
0069-OS-A	piece/s	SIGN PEN, Extra Fine Tip, Blue	199	18.80	3,741.20
0069-OS-B	piece/s	SIGN PEN, Extra Fine Tip, Red	3	18.80	56.40
0061-OS	box/es	STAPLE WIRE, standard	16	28.50	456.00
0031-OS	box/es	STAPLE WIRE, heavy duty (binder type), 23/13	11	28.50	313.50
	piece/s	STAPLE REMOVER, plier-type	5	45.00	225.00
0029-OS	piece/s	STENO NOTEBOOK	7	18.00	126.00

0032-OS	roll/s	TAPE, masking, 24mm, 25 yards	14	23.00	322.00
0032-OS-A	roll/s	TAPE, masking, 48 mm, 25 yards	14	42.00	588.00
0032-OS-B	roll/s	TAPE, packaging, 48 mm, 25 yards	2	18.50	37.00
0134-OS	roll/s	TAPE, transparent, 19mm, 25 yards	3	10.00	30.00
0032-OS-C	roll/s	TAPE, transparent, 24mm, 25 yards	21	15.00	315.00
0032-OS-D	roll/s	TAPE, transparent, 48 mm, 25 yards	9	18.50	166.50
	piece/s	TAPE DISPENSER, table top	2	84.00	168.00
0105-OS	piece/s	BALLPEN, Blue	228	4.60	1,048.80
0076-OS	pack/s	LAMINATING FILM, 20sheets/ pack, Legal, 250 microns	11	342.00	3,762.00
0023-OS	pack/s	STICKER PAPER, 80gsm, A4, 10pcs/pack	7	36.50	255.50
0117-OS	roll/s	Double Sided Tape White 18MM x 10Y	7	15.00	105.00
0021-OS	pack/s	Premium High Gloss Photo Paper, A4 230gsm, 10sheets/ pack	5	144.00	720.00
	piece/s	WHITE BOARD, Wall mount 2ft. X 3 ft.	3	630.00	1,890.00
0091-OS	pack/s	PUSH PIN, 100 pcs./pack	4	24.00	96.00
0095-OS	piece/s	GLUE STICK (PASTE)	6	21.00	126.00
0135-OS	pack/s	GLUE STICK (FOR GLUE GUN), Large, 4pcs/pack	10	27.00	270.00
0053-OS-A	box/es	Rubber Band No. 18	1	120.00	120.00
0018-OS	box/es	PVC Binding Cover Acetate, A4	1	435.00	435.00
0092-OS	box/es	PVC Binding Cover Acetate, Large	1	480.00	480.00
0020-OS	pack/s	Sign Here Sticker Tab, 50pcs/ pack	11	35.00	385.00
0094-OS	pack/s	Specialty White Vellum Board, A4, 220gsm, 10 sheets/ pack	1	29.00	29.00
0136-OS	piece/s	Archfile Folder Vertical, Green	25	90.00	2,250.00
0113-OS	piece/s	Ink, Stamp Pad, Blue, 50ml.	4	51.00	204.00
0113-OS	piece/s	Ink, Stamp Pad, Green, 50ml.	4	51.00	204.00
0113-OS	piece/s	Ink, Stamp Pad, Red, 50ml.	4	51.00	204.00
	piece/s	STORAGE BOX, Transparent 58L. Capacity, Heavy Duty with wheels	5	605.00	3,025.00
0019-OS-A	piece/s	Ballpen Retractable, Blue	12	4.60	55.20
GRAND TOTAL					88,617.65

(Total Amount in Words) Eighty-eight Thousand Six Hundred Seventeen Pesos 65/100

Prepared By: ANNALY L. RABE
Position: Administrative Aide VI
Purpose: Supply and Delivery of Common-Use Supply Not Available at the PS-DBM for the 1st Quarter of 2024

Reviewed By: JENZEL M. MENDOZA
Position: Head, Property and Supply Section

In case of failure to make the full delivery within the date specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

*This Purchase Order having been signed by all the parties shall serve as Notice to Proceed.

Conforme:

Signature over Printed Name of Supplier

APR 19 2024

Very truly yours,

CECILLE A. LORENZANA-ROMERO
Executive Director III

Fund Cluster :
Funds Available :

ALEXANDRA JESSICA G. ROSEL
Acting Chief Accountant

ORS/BURS No. : 2024-03-0116
Date of the ORS/BURS: 3/14/2024
Amount : 88,617.65