



PURCHASE ORDER NATIONAL PARKS DEVELOPMENT COMMITTEE

Entity Name

Supplier :	UK OFFICE INC.	P.O. No.: 2024-04-0058	P.R. No.: 06543
Address :	558 Plaza Lorenzo Ruiz, Binondo, Manila	Date : April 30, 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
0084-OS	piece/s	Ball pen, blue, retractable, 0.5 mm	12	4.50	54.00
0037-OS	piece/s	Data folder , Blue	20	88.00	1,760.00
0042-OS	piece/s	File organizer, expanding, plastic, 12 pockets , legal	6	130.00	780.00
0095-OS	pack/s	Glue stick (paste) (FOR GLUE GUN), Large, 4 pcs/pack	10	28.00	280.00
0139-OS	pack/s	Glossy Sticker paper, A4, 135 gsm (200 sheet/ pack)	15	72.00	1,080.00
0076-OS	pack/s	Laminating film, legal size, 250 microns, 20S 20 sheets/pack	2	342.00	684.00
0050-OS	piece/s	Marker, permanent, black, bullet	2	30.50	61.00
0050-OS-A	piece/s	Marker, permanent, blue, bullet	2	30.50	61.00
0050-OS-B	piece/s	Marker, permanent, red, Bullet	2	30.50	61.00
0049-OS	piece/s	Marker, whiteboard, black felt tip, bullet	7	34.50	241.50
0049-OS-A	piece/s	Marker, whiteboard, blue felt tip, bullet	2	34.50	69.00
0049-OS-B	piece/s	Marker,whiteboard red felt tip, bullet	1	34.50	34.50
0028-OS	pad/s	Note pad stick on 50 mm x 76 mm (2x3)	4	14.00	56.00
0028-OS-A	pad/s	Note pad stick on 76 mm x 100 mm (3x4)	4	21.00	84.00
0028-OS-B	pad/s	Note pad stick On 76 mm x 76 mm (3x3)	4	16.00	64.00
0133-OS	ream/s	Paper, Multicopy Letter Size,80gsm , 500 sheets per ream	5	215.00	1,075.00
0005-OS-A	ream/s	Paper, multicopy, A4, 80 gsm (210 x 297)	25	230.00	5,750.00
0005-OS-C	ream/s	Paper, multi-purpose, A4, 70 gsm	74	175.00	12,950.00
0005-OS-D	ream/s	Paper, multi-purpose, legal, 70 gsm	61	193.00	11,773.00
0021-OS	pack/s	Photo paper A4 (230 grams) , Premium High Gloss, 10sheets/pack	15	144.00	2,160.00
0069-OS	piece/s	Sign pen, black liquid gel 0.5 Extra Fine Tip	26	18.80	488.80
0069-OS-A	piece/s	Sign pen, blue liquid gel 0.5 Extra Fine Tip	156	18.80	2,932.80
0069-OS-B	piece/s	Sign pen, red liquid gel 0.5 Extra Fine Tip	2	18.80	37.60

0031-OS	box/es	Staple wire (23/13) , heavy duty (binder type)	1	30.00	30.00
0020-OS	pack/s	Sign here sticker tab (50 pcs/pack)	10	70.00	700.00
0029-OS	piece/s	Steno Notebook	12	16.50	198.00
	piece/s	STAPLER, standard type	1	80.00	80.00
0006-E5	roll/s	Electrical tape	3	34.00	102.00
0032-OS	roll/s	Tape, masking, 24 mm 25 yards	12	23.00	276.00
0032-OS-A	roll/s	Tape, masking, 48 mm 25 yards	10	45.00	450.00
0032-OS-D	roll/s	Tape, transparent, 48 mm 25 yards	3	18.50	55.50
0032-OS-B	roll/s	Tape, packaging, 48 mm 25 yards	3	18.50	55.50
	piece/s	TAPE DISPENSER, table top	2	84.00	168.00
GRAND TOTAL					44,652.20

(Total Amount in Words)

Forty-four Thousand Six Hundred Fifty-two Pesos 20/100

Prepared By: ANNALY L. RABE

Reviewed By: JENZEL M. MENDOZA

Position: Administrative Officer III

Position: Head, Property and Supply Section

Purpose: Supply and Delivery of Common-Use Supply Not Available at the PS-DBM for the 2nd Quarter of 2024

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:



RONALD PANICAN

Signature over

Printed Name of Supplier

MAY 07 2024

Date

Very truly yours



CECILLE A. LORENZANA-ROMERO

Executive Director III

Fund Cluster : _____

Funds Available : _____

ALEXANDRA JESSICA C. ROSEL

Acting Chief Accountant

ORS/BURS No. : 02-1M101-2024-05- 00202

Date of the ORS/BURS: May 2, 2024

Amount : 44,652.20