

# PURCHASE ORDER

CRIMINAL INVESTIGATION AND DETECTION GROUP (CIDG)

Entity Name

Supplier : <b>MGAN TRADING</b>	P.O. No. <b>09-27-06-2022</b>
Address : <b>B-12 L-5 Terra Monte Silangan San Mateo Rizal</b>	Date :
TIN :	Mode of Procurement : <b>Public Bidding</b>

Gentlemen:

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

Place of Delivery : <b>Camp Crame, Quezon City</b>	Delivery Term : <b>Seven (7) working days</b>
Date of Delivery :	Payment Term : <b>Charged</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	Folder,with TAB, Legal	100	321.36	32,136.00
2	box	SIGN PEN, BLACK, liquid;/gel ink,0.5mm needle tip	100	34.48	3,448.00
3	box	SIGN PEN, BLUE, liquid;/gel ink,0.5mm needle tip	100	34.48	3,448.00
4	box	SIGN PEN, RED, liquid;/gel ink,0.5mm needle tip	65	34.48	2,241.20
5	box	STAPLE WIRE, HEAVY DUTY,23/13	50	19.74	987.00
6	bottle	Computer Ink (Ink Bottle Refill Black)	168	244.78	41,123.04
7	bottle	Computer ink (ink bottle refill Cyan)	145	274.69	39,830.05
8	bottle	Computer ink (ink bottle refill Magenta)	145	274.69	39,830.05
9	bottle	Computer ink (ink bottle refill Yellow)	145	274.69	39,830.05
10	piece	Clearbook, A4 Size	100	39.78	3,978.00
11	box	Clip Backfold, 19mm	75	9.05	678.75
12	box	Clip Backfold, 25mm	75	15.27	1,145.25
13	box	Clip Backfold, 32mm	75	20.80	1,560.00
14	box	Clip Backfold, 50mm	75	47.84	3,588.00
15	ream	PAPER, MULTICOPY, 80gsm,size:210mmx297mm (A4)	350	146.00	51,100.00
16	jar	Glue, 200 grams	175	62.10	10,867.50
17	piece	Marker, Permanent, bullet type, black	150	8.98	1,347.00
18	piece	Marker, Permanent, bullet type, blue	150	8.98	1,347.00
19	ream	PAPER, MULTICOPY, 80gsm,size:216mmx30mm (legal)	325	181.42	58,961.50
20	box	PENCIL, LEAD with ERASER,12 pieces per box	65	20.79	1,351.35
21	piece	PUNCHER,paper, heavy duty, with two hole guide,1	235	131.96	31,010.60
22	piece	Record book, 300 pages ,size: 214mmx278mm min	150	69.55	10,432.50
23	piece	Record book,500 pages ,size: 214mmx278mm min	150	101.82	15,273.00
24	piece	RULER,PLASTIC,450mm, 1 piece in individual plast	50	17.63	881.50
25	piece	Correction Tape	50	14.02	701.00
26	piece	Cutter Knife	75	33.43	2,507.25
27	piece	Data Folder	50	68.64	3,432.00
28	box	Envelope, Expanding Legal	35	738.40	25,844.00
29	box	Envelope, Mailing, White, 70gsm	100	378.20	37,820.00
30	box	Fastener, Metal, 70mm	88	83.41	7,340.08
31	piece	Flash Drive,16 GB	150	167.44	25,116.00
					<b>499,155.67</b>


(Total Amount in Words) **Four Hundred Ninety-Nine Thousand One Hundred Fifty-Five Pesos and Sixty-Seven Centavos Only**

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 on the undelivered item/s.

Conforme:

  
**NELLY GRACE DE VERA**  
 Proprietress  
 Signature over Printed Name of Supplier

Very truly yours,

  
**PBGEN RONALDO LEE**  
 Acting Director, CIDG  
 Signature over Printed Name of Authorized Official  
 Designation

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_

\_\_\_\_\_  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit