

# PURCHASE ORDER

CRIMINAL INVESTIGATION AND DETECTION GROUP (CIDG)

Entity Name

Supplier : <b>MVJD TRADING</b>	P.O. No. <b>09-27-08-2022</b>
Address : <b>1591 Leon II Alvarez Ext., Tondo Manila</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	jar	Glue, 200 grams	25	62.10	1,552.50
2	piece	Marker, Permanent, bullet type, black	50	8.98	449.00
3	piece	Marker, Permanent, bullet type, blue	50	8.98	449.00
4	ream	PAPER, MULTICOPY, 80gsm,size:216mmx30mm (legal)	215	181.42	39,005.30
5	box	PENCIL, LEAD with ERASER,12 pieces per box	65	20.79	1,351.35
6	piece	PUNCHER,paper, heavy duty, with two hole guide,1	65	131.96	8,577.40
7	piece	Record book, 300 pages ,size: 214mmx278mm min	65	69.55	4,520.75
8	piece	Record book,500 pages ,size: 214mmx278mm min	65	101.82	6,618.30
9	piece	RULER,PLASTIC,450mm, 1 piece in individual plast	50	17.63	881.50
10	piece	Correction Tape	85	14.02	1,191.70
11	piece	Cutter Knife	75	33.43	2,507.25
12	piece	Data Folder	85	68.64	5,834.40
13	box	Envelope, Expanding Legal	40	738.40	29,536.00
14	box	Envelope, Mailing, White, 70gsm	32	378.20	12,102.40
15	box	Fastener, Metal, 70mm	32	83.41	2,669.12
16	piece	Flash Drive,16 GB	225	167.44	37,674.00
17	box	Folder,with TAB, Legal	50	321.36	16,068.00
18	pack	SIGN PEN, BLACK, liquid;/gel ink,0.5mm needle tip	50	34.48	1,724.00
19	box	SIGN PEN, BLUE, liquid;/gel ink,0.5mm needle tip	50	34.48	1,724.00
20	box	SIGN PEN, RED, liquid;/gel ink,0.5mm needle tip	40	34.48	1,379.20
21	box	STAPLE WIRE, HEAVY DUTY,23/13	55	19.74	1,085.70
22	box	Computer Ink (Ink Bottle Refill Black)	88	244.78	21,540.64
23	bottle	Computer ink (ink bottle refill Cyan)	75	274.69	20,601.75
24	bottle	Computer ink (ink bottle refill Magenta)	75	274.69	20,601.75
25	bottle	Computer ink (ink bottle refill Yellow)	75	274.69	20,601.75
26	bottle	Clearbook, A4 Size	50	39.78	1,989.00
27	piece	Clip Backfold, 19mm	55	9.05	497.75
28	box	Clip Backfold, 25mm	55	15.27	839.85
29	box	Clip Backfold, 32mm	55	20.80	1,144.00
30	box	Clip Backfold, 50mm	55	47.84	2,631.20
31	box	PAPER, MULTICOPY, 80gsm,size:210mmx297mm (A4)	220	146.00	32,120.00
					<b>299,468.56</b>

(Total Amount in Words) **Two Hundred Ninety-Nine Thousand Four Hundred Sixty-Eight Pesos and Fifty-Six 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:

  
**MA. VICTORIA J. DOÑA**  
Proprietress

Signature over Printed Name of Supplier

Very truly yours,

  
**PBGEN ROYALD O. 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