



PURCHASE ORDER

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR
Matti, Digos City

Supplier: **ECV OFFICE SUPPLIES WAREHOUSE INC.** P.O. No.: **G-081B-24CB**
 Address: **68 Villamor St., Obrero, Davao City** Date: **APR 30 2024**
 Email/Tel#: **ecvofficesales@gmail.com / 227-0626/225-7451** Mode of Procurement: **Competitive Bidding**
 T.I.N.: _____ End-User: **DSPH**
 PR. No./Date: **0343-CB-24 02/29/2024**

Gentlemen:

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

Place of Delivery: **PGSO Warehouse** Delivery Term: **FOB Destination**
 Date of Delivery: **Within 10 calendar days upon receipt of P.O.** Payment Term: **Credit Basis**

Item No.	Unit	Item and Description	Brand Name (if Applicable)	Qty	Unit Cost	Total Cost
1.	bot	OFFICE SUPPLIES All Purpose White Glue 125gms	ELMER'S GLUE 130G	45	40.00	1,800.00
4.	piece	Ballpen Black	HBW MATRIX	1200	5.50	6,600.00
5.	piece	Ballpen Blue	HBW MATRIX	1000	5.50	5,500.00
6.	piece	Ballpen Red	HBW MATRIX	150	5.50	825.00
7.	pack	Battery AAA 4pcs/pack	MAXELL/EVEREAD	70	90.00	6,300.00
8.	pack	Battery AA 4pcs/pack	MAXELL/EVEREAD	70	90.00	6,300.00
10.	box	Back fold Clip JUMBO 12's, 50mm	MGK/BOSS	45	22.00	990.00
11.	tube	Blade for general purposes cutter/ utility knife	TM/MGK	15	19.00	285.00
12.	piece	Brown Envelope (Long)	OFFICE MAX/CM	34	2.50	85.00
13.	piece	Brown Envelope (Short)	OFFICE MAX/CM	35	2.00	70.00
14.	piece	Calculator 12 digits, heavy duty, good quality	CASIO	30	370.00	11,100.00
17.	piece	Cartolina Blue	COSMIC/CONSOL	30	5.50	165.00
18.	piece	Cartolina Green	COSMIC/CONSOL	30	5.50	165.00
19.	piece	Cartolina Orange	COSMIC/CONSOL	30	5.50	165.00
20.	piece	Cartolina Pink	COSMIC/CONSOL	30	5.50	165.00
21.	piece	Cartolina White	COSMIC/CONSOL	30	4.50	135.00
22.	piece	Cartolina Yellow	COSMIC/CONSOL	30	5.50	165.00
23.	piece	Cartolina Yellow Green	COSMIC/CONSOL	30	5.50	165.00
24.	piece	Cash Box Portable Money Secret Safe Box	COSMIC/CONSOL	1	820.00	820.00
30.	piece	Columnar 24 column 50 pages	VECONVALIANT	20	58.00	1,160.00
34.	piece	Clear book, Transparent	BRANDLESS	35	36.00	1,260.00
35.	piece	Clipboard	UK/MAGIK	30	60.00	1,800.00
36.	piece	Data File Box	BRANDLESS	70	140.00	9,800.00
42.	unit	External Hard Drive, 1TB	SEAGATE	8	3,900.00	31,200.00
43.	piece	Fingertip Moistener 10g	JOY/KS	50	30.00	1,500.00
44.	piece	Flash Drive 32G	KODAK/SEAGAE	35	320.00	11,200.00
47.	pack	Fluorescent Marker 3pcs/pack	KILTERMIYAGI	50	42.00	2,100.00
57.	box	Paper Fastener Plastic (50pcs/box)	SQI/JOY	50	34.00	1,700.00
59.	box	Paper Clip, vinyl/plastic coated, 50mm	TM	100	21.00	2,100.00
60.	box	Pencil w/Eraser 12's	HBW/H&B	60	54.00	3,240.00
62.	box	Permanent Marker- Refillable (Black)12's	PILOT	10	384.00	3,840.00
63.	box	Permanent Marker- Refillable (Blue) 12's	PILOT	10	384.00	3,840.00
65.	unit	Puncher (Heavy Duty)	TM	15	150.00	2,250.00
66.	box	Push pins 100's	TM	30	28.00	840.00
70.	bot	Stamp pad ink (purple)	JOY/HBW	45	20.00	900.00
71.	piece	Stamp pad No. 2	JOY/HBW	35	30.00	1,050.00
73.	piece	Stapler No. 10	MAX	30	108.00	3,240.00
75.	box	Staple Wire No. 10	MAX	60	12.00	720.00
76.	pair	Scissors, symmetrical (Heavy Duty)	DEXIAN	45	85.00	3,825.00
78.	box	Sign Pen, Black 12's	MY GEL	20	252.00	5,040.00
79.	box	Sign Pen, Blue 12's	MY GEL	10	252.00	2,520.00
80.	piece	Tape Dispenser	TM	20	105.00	2,100.00

Reminder: **Delivery shall be made not later than 12:00 noon**
Two Hundred Sixty Four Thousand Seven Hundred Fifty Five Pesos
TOTAL 264,755.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday of delay shall be imposed.

Very truly yours

Rose Doble
 Rose Doble / May 16, 2024
 ECV OFFICE SUPPLIES WAREHOUSE INC.

Signature over Printed Name / Date
 Conforme **YVONNE RONA CAGAS** Governor
 As per EC No. 1, Series of 2022
 Signature over Printed Name / Date
Atty. HERBERT R. GONZALES Provincial Administrator
 CAFOA No. 7740-3-24-01

Funds Available



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 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR
 Mati, Digos City

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Item No.	Unit	Item and Description	Brand Name (if Applicable)	Qty	Unit Cost	Total Cost
83.	roll	Tape Transparent 1"	CROCODILE/ARMA K	100	25.00	2,500.00
84.	roll	Tape Transparent 2"	CROCODILE/ARMA K	120	40.00	4,800.00
85.	roll	Tape Packaging 2"	CROCODILE/ARMA K	80	40.00	3,200.00
87.	unit	Wall clock	QUARTZ/ZA	15	250.00	3,750.00
88.	bot	Ink Refill (Permanent Marker) Black	PILOT	25	72.00	1,800.00
89.	bot	Ink Refill (Permanent Marker) Blue	PILOT	25	72.00	1,800.00
90.	bot	Ink Refill (Whiteboard Marker) Black	PILOT	25	72.00	1,800.00
91.	bot	Ink #664 Black (Genuine) for Epson L200 Printer	EPSON	50	260.00	13,000.00
92.	bot	Ink #664 Cyan (Genuine) for Epson L200 Printer Ink	EPSON	50	260.00	13,000.00
93.	bot	#664 Magenta (Genuine) for Epson L200 Printer Ink	EPSON	50	260.00	13,000.00
94.	bot	#664 Yellow (Genuine) for Epson L200 Printer Ink	EPSON	50	260.00	13,000.00
99.	bot	#001 Black (Genuine) for Epson Printer	EPSON	20	340.00	6,800.00
100.	bot	Ink #001 Cyan (Genuine) for Epson Printer Ink	EPSON	20	340.00	6,800.00
101.	bot	#001 Magenta (Genuine) for Epson Printer Ink	EPSON	20	340.00	6,800.00
102.	bot	#001 Yellow (Genuine) for Epson Printer Ink	EPSON	20	340.00	6,800.00
103.	bot	#003 Black (Genuine) for Epson Printer Ink	EPSON	20	260.00	5,200.00
104.	bot	#003 Cyan (Genuine) for Epson Printer Ink	EPSON	20	260.00	5,200.00
105.	bot	#003 Magenta (Genuine) for Epson Printer Ink	EPSON	20	260.00	5,200.00
106.	bot	#003 Yellow (Genuine) for Epson Printer Ink	EPSON	20	260.00	5,200.00
107.	bot	Black (Genuine) for Brother DCP- T710W Ink	BROTHER	4	380.00	1,520.00
108.	bot	Cyan (Genuine) for Brother DCP- T710W	BROTHER	4	380.00	1,520.00
109.	bot	Ink Magenta (Genuine) or Brother DCP- T710W	BROTHER	4	380.00	1,520.00
110.	bot	Ink Yellow (Genuine) for Brother DCP- T710W	BROTHER	4	380.00	1,520.00

 Hospital use
 General Fund 2024 Office Supplies Expenses 5-02-03-010 DSPH-4411-1

The Supplier shall notify the PGSO a day before the actual delivery.

 Complete delivery shall be strictly observed by the supplier and no partial delivery shall be allowed except in meritorious cases such as fortuitous event, or by act of the Government or upon the approval of the Head of the Procuring Entity.

Reminder: Delivery shall be made not later than 12:00 noon
 Total Amount in words: **Two Hundred Sixty Four Thousand Seven Hundred Fifty Five Pesos** TOTAL 264,755.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday of delay shall be imposed.

Very truly yours

[Signature]
 Date: **May 10, 2024**

Conforme **ECV OFFICE SUPPLIES WAREHOUSE INC.** Signature over Printed Name / Date
 By Authority of the Governor: **YVONNE ROSA CAGAS** Governor
 As per EC No. 1, Series of 2022

Funds Available **ANGEL BERBERT B. GONZALES** Provincial Administrator
 CAFOA No. **7710-5-24-01**