PURCHASE ORDER

DILG REGIONAL OFFICE

Supplier :	COMPAÑERO COMMERCIAL	P.O. No. :	2019-09-1563
Address :	BUTUAN CITY	Date :	4-Sep-19
TIN :		Mode of Procurement :	Small Value

Gentlemen:

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

Place of Delivery :	DILG REGIONAL OFFICE	Delivery Term :	on date
Date of Delivery :		Payment Term :	30 days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bundl	white folder (long)	3	400.00	1,200.00
2	Pcs	expanding folder (long, pressboard)	300	28.00	8,400.00
3	Pcs	expanding enveloped (brown)	100	35.00	3,500.00
4	Pcs	alcohol	5	80.00	400.00
5	Pcs	stapler	5	60.00	300.00
6	box	stapler wire (standard)	15	35.00	525.00
7	Pcs	guntucker (heavy duty)	2	2,000.00	4,000.00
8	box	short fastener (2") plastic	10	45.00	450.00
9	box	long fastener (8") plastic	10	80.00	800.00
10	box	backfold clip (63mm)	10	100.00	1,000.00
11	Pcs	scissor	5	148.00	740.00
12	Pcs	double sided tape w/o foam	5	30.00	150.00
13	Pcs	double sided tape w/ foam	5	25.00	125.00
14	Pcs	pencil	20	10.00	200.00
15	Pack	sticky note (1x2)	20	50.00	1,000.00
16	Pack	please sign sticker	10	53.00	530.00
17	ream	legal size bondpaper 80gsm	35	280.00	9,800.00
18	Pcs	ballpen (50 pcs per box)	150	10.00	1,500.00
19	Pcs	stapler (heavy duty)	5	300.00	1,500.00
20	box	stapler wire (heavy duty) 10mm	20	65.00	1,300.00
21	Pcs	data file box w/ cover	35	250.00	8,750.00
		PURPOSE: FOR OFFICE SUPPLIES (RPDMU)			
					46,170.00

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

Conforme: JUN 5/13 SEP 11/20

COMPAÑERO COMMERCIAL

Signature over Printed Name of Supplier

____

Date

DILG-REGION 13
RESIDENT AUDITOR
RECEIVED
DATE: SEP 10 2019
TIME: 9:41 AM
BY:

Very truly yours,

LILIBETH A. FAMACION, CESO III

Authorized Official

REGIONAL DIRECTOR

Fund Cluster : 01-101101

Funds Available : ______________________

ROCHE LYNNE L. CUNANAN

Signature over Printed Name of Head of Accounting Division/Unit

ORS/BURS No. 01-101101-2018- -

Date of the ORS/BURS: ________

Amount : ______________________

Appendix 61

PURCHASE ORDER

DILG REGIONAL OFFICE

Supplier :	MID TOWN COMPUTERS AND SERVICES	P.O. No. :	2019-09-156A
Address :	BUTUAN CITY	Date :	4-Sep-19
TIN :		Mode of Procurement :	Small Value

Gentlemen:

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

Place of Delivery :	DILG REGIONAL OFFICE	Delivery Term :	on date
Date of Delivery :		Payment Term :	30 days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	PCS	HP Officejet 970XL Black Toner	2	7,000.00	14,000.00
2	PCS	HP Officejet 970XL Cyan Toner	2	6,000.00	12,000.00
4	PCS	HP Officejet 970XL Magenta Toner	2	6,000.00	12,000.00
5	PCS	HP Officejet 970XL Yellow Toner	2	6,000.00	12,000.00
6	PCS	HP Officejet 970 Black Toner	2	6,000.00	12,000.00
		PURPOSE: FOR OFFICE SUPPLIES (RPDMU)			
					62,000.00

DILG-REGION 13
RESIDENT AUDITOR
RECEIVED
DATE: SEP 10 2019
TIME: 9:41 am
BY:

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:
RACHEL B. NOLURA
MID TOWN COMPUTERS AND SERVICES
Signature over Printed Name of Supplier

9/9/19
Date

Very truly yours,

LILIBETH A. FAMACION, CESO III
Authorized Official

REGIONAL DIRECTOR

Fund Cluster : 01-101101
Funds Available :

ROCHE LYNNE L. CUNANAN
Signature over Printed Name of Head of Accounting Division/Unit

ORS/BURS No. 01-101101-2018- -
Date of the ORS/BURS:
Amount :