



Republic of the Philippines

**AGRICULTURAL TRAINING INSTITUTE**

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**PURCHASE ORDER**

SUPPLIER: **347 SCHOOL OFFICE SUPPLIES, INC.**  
 ADDRESS: San Vicente St. cor. Tomas Pinpin, Manila

P.O. No. 2023-05-103

DATE May 2, 2023

TIN: SHOPPING 52.1 B

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery:		ATI, Diliman, Quezon City		Delivery Terms:		15 WORKING DAYS	
Date of Delivery:				Payment Term:		LLDAP	
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST		
	pc	3 Layer Desk File Organizer Document Paper Tray	10	506.00	5,060.00		
	box	Ballpen -FO-GEL08, 0.5, Black (12pcs/box)	61	67.50	4,117.50		
	box	Ballpen -FO-GEL08, 0.5, Blue (12pcs/box)	33	67.50	2,227.50		
	box	Ballpen -FO-GEL08, 0.5, Red (12pcs/box)	7	67.50	472.50		
	pack	Battery, dry cell, super heavy duty, size AAA, 4pcs, 4600mAh, authentic rechargeable	6	607.50	3,645.00		
	pack	Battery, dry cell, size AA (4pcs/pack)	94	31.25	2,937.50		
	pack	Battery, dry cell, size AAA (4pcs/pack)	70	43.75	3,062.50		
	pack	Battery, dry cell, super heavy duty, size AA, 4pcs, 4600mAh, authentic rechargeable	3	607.00	1,821.00		
	tube	Blade, for general purpose cutter/utility knife (10pcs per tube)	27	19.00	513.00		
	unit	Calculator - Scientific, tx-991ES Plus 2nd Edition	4	1,510.00	6,040.00		
	unit	Calculator, compact	14	392.00	5,488.00		
	pc	Clear Folder with slide A4, Blue	265	17.50	4,637.50		
	pc	Clear Folder with slide Long, Blue	149	18.75	2,793.75		
	pc	Clearbook, 20 transparent pockets, black, legal/long	11	47.50	522.50		
	box	Clip, backfold, 25mm (1")	70	18.75	1,312.50		
	box	Clip, backfold, 32mm (1 & 1/4")	82	25.00	2,050.00		
	pc	Correction tape, 8m	118	17.50	2,065.00		
	pc	Corrugated box, big 33 x 33 x 32	500	110.00	55,000.00		
	pc	Cutter, snap blade, big	10	18.75	187.50		
	pc	Cutter, snap blade, small	10	12.50	125.00		
	pc	Cutter/Utility Knife, for general purpose, aluminum case (18 x 100mm)	51	68.75	3,506.25		
	pack/box	Daily Time Record (for coronado 9000 bundy clock) 100 pcs/pack	31	106.25	3,293.75		
	pc	Data Folder	20	100.00	2,000.00		
	pc	Data folder w/ mechanism, vertical, for legal, dark blue (Arch File)	120	95.00	11,400.00		
	tube	Drawing Tube Blue Print Tube Case, Telescoping Art Tube Large Plastic	6	95.00	570.00		
		Black Storage Tube Expandable Plastic Waterproof and Light Resistant					
		Poster Tube with Strap					
	ribbon cart	Epson LX-310 S015632 (18.0 meters/59.0 feet) Ribbon Cartridge	4	200.00	800.00		
	pc	Eraser, Felt, for blackboard/whiteboard	12	23.00	276.00		
	box	Fastener, Plastic, 7cm, 50 sets per box	3	32.50	97.50		
	bundle	Folder, fancy, with slide, A4 (50pcs per bundle)	1	875.00	875.00		





STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	bundle	Folder, fancy, with slide, legal (50pcs per bundle)	1	937.50	937.50
	pack	Folder, L-type, A4 (50pcs per bundle)	46	250.00	11,500.00
	pc	Folder, L-type, kraft, A4	70	5.50	385.00
	pack	Folder, L-type, legal plastic (50pcs per bundle)	31	282.00	8,742.00
	box	Folder, Pressboard (100pcs per box)	2	1,350.00	2,700.00
	pack	Folder, with tab, A4 (100pcs per pack)	6	875.00	5,250.00
	pack	Folder, with tab, Legal (100pcs per pack)	6	560.00	3,360.00
	pc	Glue Stick 15g	30	12.00	360.00
	pc	Hanging File Folder, legal size, black, 1/5 cut adjustable tabs, with printable label sheets	150	56.00	8,400.00
	pack	Index tabs/Sticky Strips, self-adhesive, assorted 10 colors, flat arrow, 12.7mm x 44mm 200 sheets	67	29.00	1,943.00
	set	Index/Folder Divider, long, 5 colors 11 holes assorted color	10	23.50	235.00
	set	Index/Folder Divider JC 9004 A4, 10 tabs plastic 11 holes assorted color, plastic	27	57.50	1,552.50
	bottle	Ink, for stamp pad (Black), 30ml	11	17.50	192.50
	bottle	Ink, for stamp pad (Blue), 30ml	4	17.50	70.00
	box	Laminating Pouches, 100mm x 150mm, 250 mic, 100 pcs/box	31	300.00	9,300.00
	box	Laminating Pouches, A3, 250 mic, 100 pcs/box	2	2,125.00	4,250.00
	box	Laminating Pouches, A4, 250 mic, 100 pcs/box	20	1,150.00	23,000.00
	pc	Magazine File Horizontal Legal, black/dark blue, 15.5 inches x 9.5 inches x 4.5 inches	120	88.00	10,560.00
	pc	Magazine File Vertical, Legal, black/dark blue	10	100.00	1,000.00
	set	Marker/Highlighter, fluorescent Yellow/Orange/Pink (3pcs/set)	7	45.00	315.00
	pc	Marker, Black Broad Tip	87	25.00	2,175.00
	pc	Marker, Black Fine Tip	298	25.00	7,450.00
	pc	Marker, Blue Broad Tip	80	25.00	2,000.00
	pc	Marker, Blue Fine Tip	109	25.00	2,725.00
	pc	Marker, Green Broad Tip	40	35.00	1,400.00
	pc	Marker, Green Fine Tip	40	35.00	1,400.00
	pc	Marker, Red Broad Tip	78	25.00	1,950.00
	pc	Marker, whiteboard, black felt tip	106	26.00	2,756.00
	pc	Marker, whiteboard, blue felt tip	51	26.00	1,326.00
	pc	Mega Box, 70L, Plastic, Clear/White	42	844.00	35,448.00
	liter	Metal Primer, red oxide	5	112.00	560.00
	pad	Note Pad, Stick on with lines 100 sheet canary yellow 4 x 6	77	112.00	8,624.00
	pad	Note Pad, Stick on, 3"x5" inch, 100 sheets, Yellow	46	26.50	1,219.00
	pad	Note Pad, Stick on 76mm x 76mm (3"x3") min, 100 sheet, Yellow	67	17.00	1,139.00
	box	Paper Clip, vinyl/plastic coated, 33mm	64	9.50	608.00
	box	Paper Clip, vinyl/plastic coated, 50mm	86	21.00	1,806.00
	unit	Paper Cutter (Machine) Table top w/ 6 months warranty, Size: A4/A3 heavy duty, easy to use, high quality	2	5,625.00	11,250.00
	jar	Paste Water Well w/ spatula, 200g	4	55.00	220.00
	pack	Plastic Envelope, A3 size Clear Plastic Document File Folder Bag Envelopes, expanding 10 pcs	3	700.00	2,100.00
	pack	Plastic Folder, L-type, A4 Size, 12 pcs	7	60.00	420.00
	box/case	Pushpin, 100 pcs/case, assorted colors	11	25.00	275.00
	book	Record Book, 500 pages, size: 214mm x 278mm min	24	200.00	4,800.00
	ribbon/cart	Ribbon for bundy clock (model: Coromano 9000)	4	588.00	2,352.00
	ribbon/cart	Ribbon/Cartridge for amano BX-1600, Black	3	913.00	2,739.00
	box	Rubber band, no. 18	75	132.00	9,900.00
	pair	Scissors, symmetrical, heavy duty/high quality B"	42	48.00	2,016.00
	bottle	Stamp pad ink, purple or violet, 30ml	4	17.75	71.00

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pc	Stamp pad, felt			
	pc	Staple Remover, plier type	10	29.00	290.00
	box	Staple Wire 23/10 (50 sheets), 1000 pcs/box	28	32.50	910.00
	box	Staple Wire 23/8 (30 sheets), 1000 pcs/box	5	31.50	157.50
	box	Staple Wire, #35 (500 pcs per box)	4	31.50	126.00
	pc	Stapler, Standard Type #35	87	32.50	2,827.50
	pad	Steno Note Pad	21	85.00	1,785.00
	pc	Tape Dispenser, Big, Table Top, Dimension: 11 x 11 x 22cm	15	18.25	273.75
	pc	Tape Dispenser, Handheld, Metal, Heavy duty all size of tape up to 2 inches size type	9	93.75	843.75
			2	350.00	700.00
	roll	Tape, Clear Nano, strongly sticky double sided adhesive, 1 inch x 3 meters (reusable adhesive silicone tape, multi-functional anti-slip double sided sticky strips (Clear)	8	502.50	4,020.00
	roll	Tape, Double Sided Foam Type 1" core, 12mm (1/2 inch) x 5 meters	6	92.50	555.00
	roll	Tape, Double Sided Foam Type 1" core, 18mm (3/4 inch) x 5 meters	10	219.00	2,190.00
	roll	Tape, Double Sided Foam Type 1" core, 24mm (1 inch) x 5 meters	6	245.00	1,470.00
	roll	Tape, Double Sided, 1 inch x 10 meters	18	25.00	450.00
	roll	Tape, Double Sided, 1/2 inch x 10 meters	14	12.50	175.00
	roll	Tape, Double Sided, 2 inches x 10 meters	7	94.00	658.00
	roll	Tape, Double Sided, 3/4 inches x 10 meters	11	19.00	209.00
	roll	Tape, Duck Tape, (2 inches) 10m x 48mm, silver, gloss finish	4	194.00	776.00
	roll	Tape, Electrical 19mm x 0.16mm 16M Black	17	25.00	425.00
	roll	Tape, Masking, 1/2 inch, 25 meters	33	22.00	726.00
	roll	Tape, Masking, 24mm (1in) x 20 yd	65	28.00	1,820.00
	roll	Tape, Packaging, 48mm (2in), clear, 100 meters	42	38.00	1,596.00
	roll	Tape, Packaging, 48mm (transparent) 24mm x 10 yd	28	25.00	700.00
	roll	Tape, Transparent, 24mm (transparent) 24mm x 10 yd	25	12.50	312.50
	roll	Tape/Scotch Tape, Clear, 1/2 inch, 50 meters	19	6.25	118.75
	roll	Tape/Scotch Tape, Clear, 3/4 inch 50 meters	15	10.00	150.00
	roll	Tape/Scotch Tape, Clear, 25mm (1 inch) 50 meters	64	12.50	800.00
	box	Thumb Tacks	6	29.00	174.00
	pc	Customized Self Inking Stamp (Paid & Receive)	4	1,250.00	5,000.00
	roll	Twine, Plastic 1 kilogram	26	82.50	2,145.00
	pad	Yellow Pad Paper, 90 leaves, 85 gsm)	16	61.25	980.00
		Purpose: Consolidated common office supplies for 1st Semester FY 2023			

**TOTAL AMOUNT IN WORDS:**

**THREE HUNDRED SIXTY THREE THOUSAND FORTY-TWO PESOS ONLY**

**P 363,042.00**

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.

COMFORME:

*AGAPITA B. VIELILO*

Signature Over Printed Name of Supplier

*Ag. 29, 2023*  
Date

Very truly yours,

**REMELYN R. RECOTER, MNSA, CESO III**

TOR IV

FUNDS AVAILABLE:

**JOSON**  
CHIEF ACCOUNTANT

PAGE 3 OF 3

ORS/BUR No:

*2023-19-2019*

Amount

*363,042*

BAC Secretariat Office

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