



**PURCHASE ORDER**

**UPPLIER: RIELOU GENERAL MERCHANDISE**  
**ADDRESS: BLK 1 & 2 SOCORRO AVENUE. BUENSUCESO**  
**HOMES III PARANAQUE CITY**

**P.O. No.:** 2024-08-204  
**DATE:** Aug. 5, 2024  
**MODE OF PROCUREMENT:** SHOPPING 52.1B

**ATTENTION:**

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

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST	Delivery Terms: 15 WORKING DAYS	
						Payment Term:	LDDAP
	box	BALLPEN - FO-GELB08, 0.5, BLACK (12PCS/BOX)	10	74.88 ₱	224.64		
	box	BALLPEN - FO-GELB08, 0.5, BLUE (12PCS/BOX)	10	74.88	224.64		
	pc	Gel Sign Pen 0.5 mm, black	10	27.30	273.00		
	pc	Gel Sign Pen 0.5 mm, blue	10	27.30	273.00		
	pc	MARKER, permanent broad, black	5	31.20	156.00		
	pc	MARKER, permanent fine/bullet type, black	5	31.20	156.00		
	pc	ROLLERBALL PEN V5 Hi-Tecpoint Blue 0.5	5	51.48	257.40		
	pc	ENVELOPE, expanding, kraft w/ garter, long/legal	10	11.70	117.00		
	pack	NOTE PAD, Sticky on, 50 mm x 76 mm (3" x 2"), 100 sheets, Yellow	10	124.80	1,248.00		
	ream	PAPER, MULTICOPY, A3, 100 gsm	1	624.00	624.00		
	ream	PAPER, MULTICOPY, A4, 80 gsm	20	142.14	2,842.80		
	ream	PAPER, MULTICOPY, Legal, 80gsm	10	163.00	1,630.00		
	pack	PHOTO PAPER, High Gloss, A4, 230gsm, 20pcs/pack	2	140.40	280.80		
	pc	TISSUE, interfolded 1 Pack of Paper Towel 100% virgin pulp fibers 220 x 200mm size	450	62.40	28,080.00		
	pack	1 ply x 175 pulls = 175 sheets					
	pack	TOILET TISSUE PAPER, 2-ply, 48 rolls/pack	300	478.27	143,481.00		
	roll	TAPE, PACKAGING, 50mm (2 inch), Clear, 100 meters	10	54.60	546.00		
	roll	TAPE, PACKAGING, 50mm (2 inch), Tan, 100 meters	10	54.60	546.00		
	roll	TAPE/SCOTCH TAPE, clear, 1 inch, 50 meters	30	23.40	702.00		
	roll	TAPE/SCOTCH TAPE, clear, 1/2 inch, 50 meters	30	19.50	585.00		
	roll	TAPE/SCOTCH TAPE, clear, 3/4 inch, 50 meters	20	15.60	312.00		
	pc	Flash Drive 2.0, 32 GB (USB)	2	273.00	546.00		
	pc	Wired mouse, USB connection type	1	304.20	304.20		
	btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Magenta	1	234.00	234.00		
	btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Cyan	1	234.00	234.00		
	btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Yellow	1	234.00	234.00		
	btl	HP Smart Tank Ink GT52-90 ml Ink Bottle- Black	1	273.00	273.00		
	crtd	Original HP 56A CF256A Black Laserjet Toner Cartridge	4	3,197.22	12,788.88		
	pc	3 Layer Desk File Organizer Document Paper Tray	1	546.00	546.00		
	pc	DATA FOLDER W/ MECHANISM, HORIZONTAL LEGAL, DARK BLUE (ARCH FILE) 9 X 15 inches (customize)	30	156.00	4,680.00		
	pc	DATA FOLDER W/ MECHANISM, VERTICAL BOOK TYPE, LEGAL, Dark blue (ARCH FILE)	10	156.00	1,560.00		
	set	FOLDER/ INDEX DIVIDER JC 9004 A4, 10 tabs plastic 11 holes assorted color, plastic	1	115.00	115.00		
	pack	INDEX TABS self-adhesive, Sign here, yellow, 44mm x 25 mm, 100 sheets	5	54.60	273.00		
	pack	INDEX TABS/STICKY STRIPS, self-adhesive, assorted 10 colors, flat arrow, 12.7 mm x 44 mm, 200 sheets	5	50.00	250.00		



STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	box	LAMINATING POUCHES, A4, 250 mic, 100pcs/box	1	1,170.00	1,170.00
	pc	Magazine File Horizontal Legal, black/dark blue	2	127.14	254.28
	set	PLASTIC ENVELOPE, expanding w/ handle, Legal size, 1 dozen	1	642.72	642.72
	box/case	PUSHPIN, 100 pcs/case, assorted colors	1	25.00	25.00
	pair	SCISSORS, symmetrical, Heavy duty/High Quality, 8"	5	62.40	312.00
	unit	Laminator Machine up to A3 size w/ 6 months warranty	1	4,000.00	4,000.00

Purpose:  
Consolidated office supplies of RDEC, Guest House and Mess Hall for 2024.

**TOTAL AMOUNT IN WORDS:** **TWO HUNDRED ELEVEN THOUSAND PESOS AND 56/100 ONLY** **₱ 211,000.56**

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: MARILOU N. NOZOKI  
 Signature Over Printed Name of Supplier  
AUG. 27, 2024  
 Date

Very truly yours, REMELYN R. RIBOTER, MNSA, CESO III  
 DIRECTOR IV

FUNDS AVAILABLE: GILLIAN ROSAL. SALUB  
 OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2024-08-74  
 Amount: ₱ 211,000.56

BAC Registration Office  
 AUG 21 2024  
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