



PURCHASE ORDER

SUPPLIER: **TWENTY 8 OFFICE SUPPLIES TRADING**
ADDRESS: #19 Baht St., Saint Michael Homes Ph. 2B,
Pandayan, Meycauayan, Bulacan

P.O. No.: 2024-08-209

DATE: AUG. 12, 2024

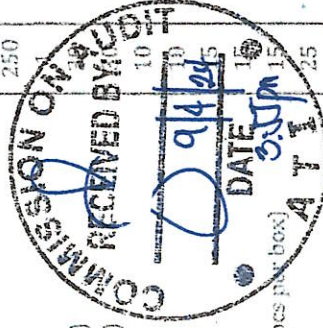
MODE OF PROCUREMENT: SHOPPING 52.1 B

TIN:

Gentlemen:

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: 30 CALENDAR DAYS
						Payment Term: LDDAP
	box	ID lace and holder (horizontal, transparent, 50 pcs/box)	5	937.50	4,687.50	₱
	pack	Certificate paper (white, linen fino, letter size, 120 gsm, 10 pcs/ pack)	50	43.75	2,187.50	
	pack	Sticker paper (matte, white, A4, 100 gsm, 20 sheets)	10	50.00	500.00	
	pack	Vellum specialty paper (white, A4 size, 10 pcs/ pack)	30	45.00	1,350.00	
	pack	Photo paper (Matte, 230gsm, A4 size, 20 sheets)	35	93.75	3,281.25	
	pc	Certificate holder with cover and new ATI logo (green, letter size)	60	125.00	7,500.00	
	pack	Colored paper - yellow (A4, 80gsm, 250 sheets/ pack)	11	280.00	3,080.00	
	pack	Colored paper - light blue (A4, 80gsm, 250 sheets/ pack)	11	280.00	3,080.00	
	pack	Colored paper - light green (A4, 80gsm, 250 sheets/ pack)	11	280.00	3,080.00	
	pack	Colored paper - pink (A4, 80gsm, 250 sheets/ pack)	11	280.00	3,080.00	
	pack	Colored paper - orange (A4, 80gsm, 250 sheets/ pack)	11	280.00	3,080.00	
	pc	Manila paper (folded, 36 x 48 in)	250	8.00	2,000.00	
	box	Brown envelope (A4)	1125.00	1125.00	1,125.00	
	box	Paper clip (vinyl/ plastic coated, 33mm)	17.00	17.00	510.00	
	box	Paper clip (vinyl/ plastic coated, 50mm)	20.80	20.80	624.00	
	box	Clip, backfold, 25mm (1")	24.00	24.00	240.00	
	box	Clip, backfold, 32mm (1 & 1/4")	10	37.80	378.00	
	box	Ballpen (black, tip 0.5, 12 pcs per box)	10	125.00	1,250.00	
	box	Ballpen (black, tip 0.3, 12 pcs per box)	15	125.00	1,875.00	
	box	Pencil (#82 no.2, Lead, with eraser 12 pcs per box)	15	105.00	1,575.00	
	pc	Pencil eraser, dust-free	25	18.75	468.75	
	pc	Marker (black, fine tip)	24	31.25	750.00	
	pc	Marker (black, board tip)	12	46.25	555.00	
	pc	Marker (blue, fine tip)	24	31.25	750.00	
	pc	Marker (blue, board tip)	12	46.25	555.00	
	pc	Refill ink for permanent marker, black, 30 ml	3	93.75	281.25	
	set	Highlighter pen (fluorescent yellow/blue/green, 3pc/set)	25	60.75	1,518.75	
	pc	Scissors (heavy duty, 6-8 inches)	20	75.00	1,500.00	
	pc	Clipboard with cover (black/blue, legal size, top clip)	30	137.50	4,125.00	
	pc	Clipboard with cover (black/blue, A4 size, top clip)	30	118.75	3,562.50	
	pc	Folder press board (A4 size, green)	30	18.75	562.50	
	pc	Folder press board (legal size, green)	30	21.25	637.50	
	pc	Expanding envelope (with handle, multilayer, legal size, black)	30	168.75	5,062.50	
	pc	Data folder with mechanism - Arch file (vertical, legal, dark)	50	100.00	5,000.00	
	pc	Stapler with staple remover (standard type, #35)	15	143.75	2,156.25	
	pc	Puncher, paper (heavy duty, double hole with measurement)	3	168.75	506.25	
	roll	Packaging Tape (2 inches, clear, 100 meters)	30	75.00	2,250.00	
	roll	Masking tape (1 inch)	30	31.25	937.50	
	roll	Masking tape (2 inch)	30	62.50	1,875.00	



STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	roll	Scotch tape (1 inch, clear, 50 meters)	30	25.00	750.00
	roll	Plastic twine straw (1 kilo, black/gray)	5	87.50	437.50
	pack	Cable/zip tie (100 pcs per pack)	5	68.75	343.75
	ream	Bond paper (white, A4 size, 80 gsm)	20	218.75	4,375.00
	ream	Bond paper (white, Legal size, 80gsm)	20	253.75	5,075.00
	pc	Post it notepad (paste) colors, 76x76 mm)	50	75.00	3,750.00
	pc	Battery charger (heavy duty, AA, 4 slot)	3	625.00	1,875.00
	pack	Battery, dry cell, heavy duty, size AA, 4pcs, 4600mAh, authentic rechargeable	15	937.50	14,062.50
	pack	Battery, dry Cell, size AA, (4pcs/ pack)	10	87.50	875.00
	pack	Battery, cell, size AAA (4pcs/pack)	10	100.00	1,000.00
	pc	Wireless Presentation Clicker/ Pointer Remote with Green Laser Pointer	8	1250.00	10,000.00
	crtd	BROTHER LC 462 Black	5	985.00	4,925.00
	crtd	BROTHER LC 462 Yellow	3	790.00	2,370.00
	crtd	BROTHER LC 462 Magenta	3	790.00	2,370.00
	crtd	BROTHER LC 462 Cyan	3	790.00	2,370.00
	pc	Universal outlet extension cord with 3 universal gang and 3 (USB ports	3	900.00	2,700.00
	pc	Heavy duty outlet extension cord with two universal gang	1	700.00	700.00
	pc	Wireless optical mouse, Bluetooth and usb-receiver connection type	10	435.00	4,350.00
	bottle	Alcohol w/ spray	60	100.00	6,000.00
	pc	Tissue, interfolded	60	40.00	2,400.00

PURPOSE: To be used during the conduct of FY 2024 CDMD Activities

TOTAL AMOUNT IN WORDS: ONE HUNDRED FORTY-EIGHT THOUSAND EIGHT HUNDRED NINETY PESOS AND 75/100 ONLY ₱ 148,890.75

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 every day of delay shall be imposed.

CONFORME: *[Signature]*
EVELYN P. VENTURIA
 Signature Over Printed Name of Supplier
 Date AUG 27, 2024
 Very truly yours,
REMYAN B. SACOTER, MNSA, CESO III
 DIRECTOR IV

FUNDS AVAILABLE: *[Signature]*
 GILLIAN ROSALES SALUBES
 OIC-CHIEF ACCOUNTANT
 Amount: ₱ 148,890.75
 OR/BUR No.: 06-SS-24
0229 - SS - 1227