



Kaagapay ng Komunidad sa Maginhawang Pamumuhay

**PURCHASE ORDER**

Supplier: <u>KIM GUAN EDUCATIONAL &amp; SPORTSMASTER, INC.</u>	P.O. No.: <u>2024-11-212</u>
Address: <u>BURGOS COR SAN MIGUEL ST. POBLACION, ILIGAN CITY</u>	Date: <u>11/07/2024</u>
TIN: <u>421-433-276-000</u>	P.R. No.: <u>2024-09-905</u>
Mode of Procurement: <u>Shopping</u>	Date: <u>09/23/2024</u>

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

Place of Delivery: <u>SHFC ILIGAN REGIONAL OFFICE</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>CHECK ON DELIVERY</u>	Payment Term: <u>Check on Delivery</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-000-008	Ream	Bond Paper-A4	20	190.00	3,800.00
A-000-766	Ream	BOND PAPER LONG 70msg-Legal Sized Bond Paper	15	205.00	3,075.00
A-000-061	pc	Envelope Ordinary Brown Legal-LONG BROWN ENVELOPE	100	2.25	225.00
A-000-062	pc	Envelope Ordinary Brown A4-SHORT BROWN ENVELOPE	100	2.00	200.00
A-000-063	pc	Envelope Expanding Kraft-EXPANDED ENVELOPE	25	13.50	337.50
A-000-152	pc	Sign Pen Black	24	22.50	540.00
A-000-004	pc	Ballpen, Black	24	7.50	180.00
A-000-121	pc	Pencil w/ eraser	12	8.95	107.40
A-000-103	pc	Marker, Permanent Black	2	38.00	76.00
A-000-043	pc	Correction Tape-CORRECTION PEN	5	120.00	600.00
A-000-146	pc	Ruler 12"	5	5.50	27.50
A-000-134	pc	Record Book 500 pages	5	145.00	725.00
A-000-425	pc	Document Cutter-12x18	1	1,395.00	1,395.00
A-001-872	pc	File Organizer-LEGAL SIZE	5	295.00	1,475.00

Funded by:  
BUR # M-244-2938  
Dated: 11/12/2024

Total Amount in Words: **TWELVE THOUSAND SEVEN HUNDRED SIXTY THREE AND 40/100 ONLY** **12,763.40**

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. Note: This is to approve the BAC recommendation (BAC Reso No. 254, S. 2024) for the use of Alternative Mode of Procurement under sec. 52, 52.1(b), 52.2, 52.3, 52.4 of IRR of RA9184 and award of contract to above mentioned supplier.

Conforme: \_\_\_\_\_  
Signature over Printed Name of Supplier

Very truly yours,   
ATTY. TRISTAN FREDERICK L. TRESVALLES  
Authorized Official *dy po*

\_\_\_\_\_  
Date

Funds Available:   
\_\_\_\_\_  
Chief Accountant