



## PURCHASE ORDER

Supplier : <b>ECV OFFICE SUPPLIES WAREHOUSE INC.</b>  Address : <b>LAPU2X ST. DAVAO CITY</b>  PhilGEPS Registration No. : <b>201707152874891721501</b> Tel./Fax No. : <b>09285246438</b> Registration Certificate : <b>SEC</b>	P.O. Number: <b>2024040840</b>  <b>O2024040840D3690D9FE</b> Date : <b>Mar 11, 2024</b> P.R. No. : <b>2024010188</b> Procurement mode: <b>Competitive Bidding</b>
Req. Office : <b>Provincial General Services Office</b>	

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

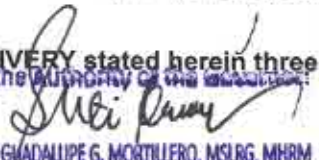
Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b>	Delivery Term: <b>10 Calendar Days</b>
Place of Delivery : <b>PGSO Warehouse</b>	

I.N.	Quantity/Unit	Item	Unit Cost	Amount
1	40.00 PC	BATTERY - AA HEAVY DUTY (1.5V) <b>eveready</b>	21.00	840.00
2	50.00 PC	BATTERY - AAA HEAVY DUTY (1.5V) <b>eveready</b>	21.00	1,050.00
3	20.00 PC	BOOK - RECORD #85 300 PAGES, HARD BOUND	375.00	7,500.00
4	60.00 PC	CORRECTION TAPE - 8M HEAVY DUTY <b>joy-388</b>	19.00	1,140.00
5	200.00 PC	ENVELOPE - BROWN (8.5" X 13") - LONG SIZE	2.00	400.00
6	50.00 BOX	FASTENER - VINYL COATED	32.00	1,600.00
7	200.00 PC	FOLDER - BROWN (8.5" X 11") - SHORT SIZE	3.50	700.00
8	500.00 PC	FOLDER - BROWN (8.5" X 13") - LONG SIZE	5.00	2,500.00
9	50.00 PC	FOLDER - CLEAR BOOK (8.5" X 13") - LONG SIZE - 30 LEAVES	50.00	2,500.00
10	1,000.00 PC	FOLDER - EXPANDABLE, GREEN, 8.5" X 13", LONG	14.00	14,000.00
11	500.00 REAM	PAPER - BOOK (8.5" X 13") LONG SIZE (SUB. 20) <b>valiant</b>	205.00	102,500.00
12	400.00 REAM	PAPER - BOOK (8.5"X11") SHORT SIZE SIZE (SUB.20) <b>valiant</b>	180.00	72,000.00
13	40.00 ROLL	TAPE - DOUBLE SIDED TAPE, 1"	20.00	800.00

**For Requisition of Common-Use goods for 1st quarter of FY 2024 of PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**

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.

I hereby conform that **NOTICE TO DELIVER** shall be served to the **PLACE OF DELIVERY** stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.

Conforme : \_\_\_\_\_ Very truly yours, 
  
By the Authority of the Assistant Provincial Administrator (Administration)  
**GALE GUADALUPE G. MORTILLERO, MSURG, MHRM**  
Assistant Provincial Administrator (Administration)  
**EDWIN I. JUBAHIB**  
 Governor

\_\_\_\_\_  
 (Signature over printed name)


\_\_\_\_\_  
 (Date)

**NOTE:** This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

**ALEJANDRO R. OMILAJR.**



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Supplier : <b>ECV OFFICE SUPPLIES WAREHOUSE INC.</b>  Address : <b>LAPU2X ST. DAVAO CITY</b>  PhilGEPS Registration No. : <b>201707152874891721501</b> Tel./Fax No. : <b>09285246438</b> Registration Certificate : <b>SEC</b>	P.O. Number: <b>2024040840</b>  <b>O2024040840D3690D9FE</b> Date : <b>Mar 11, 2024</b> P.R. No. : <b>2024010188</b> Procurement mode: <b>Competitive Bidding</b>
Req. Office : <b>Provincial General Services Office</b>	

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b> Place of Delivery : <b>PGSO Warehouse</b>	Delivery Term: <b>10 Calendar Days</b>
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I.N.	Quantity/Unit	Item	Unit Cost	Amount
14	20.00 ROLL	TAPE - MASKING 1" olympic	16.00	320.00
15	30.00 ROLL	TAPE - SCOTCH 1"	26.00	780.00

Green Procurement Terms and Conditions

**MULTICOPY PAPER**

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. Wrapping by ream should be made of at least 50% biodegradable material, no 100% single-use plastic wrapping. For bulk orders, carton box shall be used for packing.

**RECORD BOOKS**

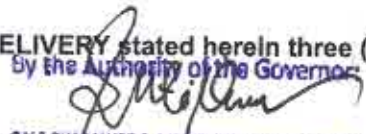
1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. There shall be no individual wrapping of items upon delivery. If bulk, carton box shall be used for packing.

The award is based on Abstract No. **0220240396** created on **February 27, 2024** and resolved on **March 11, 2024** under Quotation No. **B20240208** opened on **February 26, 2024**

<b>For Requisition of Common-Use goods for 1st quarter of FY 2024 of PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE</b>	
Grand Total Amount in Words : <b>TWO HUNDRED EIGHT THOUSAND SIX HUNDRED THIRTY AND XX / 100</b>	GRAND TOTAL : <b>P 208,630.00</b>

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.

I hereby conform that **NOTICE TO DELIVER** shall be served to the **PLACE OF DELIVERY** stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.

Conforme : \_\_\_\_\_ Very truly yours,   
 \_\_\_\_\_ (Signature over printed name) **GALE GUADALUPE G. MORTILLERO, MSURG, MHRM**  
 \_\_\_\_\_ (Date) **Assistant Provincial Administrator (Administration)**  
**EDWIN T. JUBAHIB**  
**Governor**

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**ALEJANDRO R. OMILAJR.**