

**PURCHASE ORDER**

OFFICE OF THE VICE PRESIDENT

7/F Ben-Lor Building, Quezon Avenue, Quezon City

RECEIVED BY

01/14/2020  
DATE

| Supplier: HARTEE COMMERCIAL   |        | P.O. No. 01-007-20  |  |           |           |
|---|--------|---|--|-----------|-----------|
| Address: 3938 Yague St., Sta. Cruz, Makati City   |        | Date: January 7, 2020   |  |           |           |
| TIN:  |        | Mode of Procurement: Shopping   |  |           |           |
| Gentlemen:<br>Please furnish this office the following articles subject to the terms and conditions contained herein: |        |   |  |           |           |
| Place of Delivery: 7/F Ben-Lor Bldg., 1164 Quezon Avenue, QC  |        | Delivery Term: 10 calendar days upon receipt of Purchase Order                            |  |           |           |
| Date of Delivery:   |        | Payment Term: 15 to 30 days upon receipt of complete documents and completion of delivery |  |           |           |
| Stock No.   | Unit   | Qty   | Description  | Unit Cost | Amount    |
|   | bottle | 381   | Alcohol, Ethyl, 70%, Scented, 500ml, Alcoplus                    | 70.00     | 26,670.00 |
|   | pad    | 166   | Note Pad, Stick-on, 3" x 3", Acura/Decora                        | 16.00     | 2,656.00  |
|   | pad    | 156   | Note Pad, Stick-on, 3" x 4", Acura/Decora                        | 21.00     | 3,276.00  |
|   | book   | 66  | Record Book, 300 pages   | 85.00     | 5,610.00  |
|   | pc     | 39  | Ruler, Plastic, 18", width: 38mm min.                            | 35.00     | 1,365.00  |
|   | pc     | 37  | Data File Box, made of chipboard, with closed ends               | 105.00    | 3,885.00  |
|   | pc     | 31  | Eraser, Felt, for blackboard/whiteboard                          | 16.00     | 496.00    |
|   | pack   | 111   | Battery, Dry Cell, AAA, 2pcs/pack                                | 38.00     | 4,218.00  |
|   | jar    | 44  | Glue, all purpose, weight: 200 grams min., Redstone              | 35.00     | 1,540.00  |
|   | box    | 12  | Staple Wire, for heavy duty staplers (23/13)                     | 65.00     | 780.00    |
|   | box    | 102   | Staple Wire, Standard (26/6)                                     | 28.00     | 2,856.00  |
|   | roll   | 21  | Tape, Electrical, 19mm x 16m min.                                | 47.00     | 987.00    |
|   | roll   | 100   | Tape, Packaging, width: 48mm                                     | 36.00     | 3,600.00  |
|   | roll   | 97  | Tape, Transparent, width: 48mm                                   | 36.00     | 3,492.00  |
|   | pc     | 35  | Broom, Stick (Ting-Ting), usable length: 760mm min.              | 30.00     | 1,050.00  |
|   | bottle | 65  | Cleaner, Toilet Bowl and Urinal, 900-1000ml                      | 165.00    | 10,725.00 |
|   | can    | 65  | Cleanser, Scouring Powder, 350g min/can                          | 60.00     | 3,960.00  |
|   | bar    | 66  | Detergent Bar, 140g as packed                                    | 18.00     | 1,188.00  |
|   | pack   | 95  | Detergent Powder, all purpose, 1kg                               | 145.00    | 13,920.00 |
|   | can    | 57  | Disinfectant Spray, aerosol, 400-550 grams                       | 350.00    | 19,950.00 |
|   | pc     | 22  | Dust Pan, non-rigid plastic, with detachable handle              | 150.00    | 3,300.00  |
|   | pc     | 27  | Mophandle, heavy duty, aluminum, screw type                      | 575.00    | 15,525.00 |
|   | bundl  | 25  | Rags, all cotton, 32 pcs/kilogram min                            | 130.00    | 3,250.00  |
|   | pack   | 18  | Scouring Pad, made of synthetic nylon, 140mm x 220mm, 5 pcs/pack | 270.00    | 4,860.00  |
|   | pc     | 8   | Wastebasket, non-rigid plastic                                   | 65.00     | 520.00    |
|   | box    | 124   | Clip, Backfold, all metal clamping, 19mm                         | 12.00     | 1,488.00  |

|     |     |  |        |          |
|-----|-----|--|--------|----------|
| box | 86  | Clip, Backfold, all metal clamping, 25mm                     | 19.00  | 1,634.00 |
| box | 69  | Clip, Backfold, all metal clamping, 32mm                     | 26.00  | 2,314.00 |
| box | 61  | Clip, Backfold, all metal clamping, 50mm                     | 57.00  | 3,477.00 |
| pc  | 333 | Correction Tape, film base type, UL 6m min                   | 26.00  | 8,658.00 |
| box | 62  | Fastener, metal 70mm between prongs                          | 37.00  | 2,294.00 |
| set | 163 | Marker, Fluorescent, 3 assorted colors per set, AA/Beita     | 60.00  | 9,780.00 |
| pc  | 141 | Marker, Permanent, Bullet type, black, HBW                   | 15.00  | 2,115.00 |
| pc  | 149 | Marker, Permanent, Bullet type, blue, HBW                    | 15.00  | 2,235.00 |
| box | 93  | Paper Clip, vinyl/plastic coat, length: 48mm min.            | 17.00  | 1,581.00 |
| box | 41  | Pencil, lead, with eraser, wood cased, 12's, Mongol          | 85.00  | 3,485.00 |
| box | 16  | Rubber Band, 70mm min. lay flat length (#16)                 | 165.00 | 2,640.00 |
| pc  | 24  | Stamp Pad, felt, bed dimension: 60mm x 100mm min., Joy No. 2 | 35.00  | 840.00   |
| pc  | 19  | Cutter Utility Knife, for general purpose, large             | 22.00  | 418.00   |
| pc  | 10  | Puncher, heavy duty, with two hole guide                     | 120.00 | 1,200.00 |
| pc  | 16  | Tape Dispenser, table top, for 24mm width tape               | 90.00  | 1,440.00 |
| pc  | 15  | Ink Cart, Epson T6641, Black                                 | 295.00 | 4,425.00 |
| pc  | 58  | Eraser, Plastic/rubber, for pencil draft/writing             | 15.00  | 870.00   |
| pc  | 381 | Sign Pen, black, liquid/gel ink, 0.5mm needle tip, My Gel    | 20.00  | 7,620.00 |
| pc  | 320 | Sign Pen, blue, liquid/gel ink, 0.5mm needle tip, My Gel     | 20.00  | 6,400.00 |
| pc  | 181 | Sign Pen, red, liquid/gel ink, 0.5mm needle tip, My Gel      | 20.00  | 3,620.00 |

nothing follows\* *Two Hundred Twenty Eight P208*  
 Total Amount in Words: Two Hundred ~~Seventy~~ *Two Hundred* Thousand One Hundred Three Pesos. P208,213.00

In case of failure to make the full delivery within the time specified above, a penalty of one tenth of one percent (0.001) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.

Very truly yours,

*PAOLO RAYNOR E. SALVOSA*  
 Director, Technical Services Office  
 (Authorized Official)

Conforme: *Marcus Patino*  
 (Signature over printed name of Supplier)  
 1-13-20  
 Date

Funds Available *P 208,213.00*  
*JULIETA L. VILADELREY*  
 Chief Accountant

OBR No: *02-151101-2020-01-00014*  
 Amount: *P 208,213.00*