

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Magnolia Street, PBN- Buragus, Legazpi City, Albay

PURCHASE ORDER

Supplier:	GOLDEN CIRCLE ENTERPRISES	PO. No.	NF 2004-0096		
Address:	110 Peñaranda St., Legazpi City	Date :	April 20, 2020		
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:				
Place of Delivery:	HAVEN, Ligao City	Payment Term:	Charge		
Date of Delivery:	Five (5) working days upon receipt of Purchase Order	Delivery Term:	15-30 days after activity		
Item No.	Unit	Description	Quantity	Unit Cost	Amount
PURCHASE OF OFFICE SUPPLIES FOR HAVEN					
	piece	Plastic Folder Legal size (YELLOW)	20	5.75	115.00
	piece	Plastic Folder Legal size (RED)	20	5.75	115.00
	piece	Plastic Folder Legal size (GREEN)	20	5.75	115.00
	piece	Plastic Folder Legal size (BLUE)	20	5.75	115.00
	piece	Plastic Folder Legal size (PINK)	20	5.75	115.00
	piece	Plastic Folder Legal size (ORANGE)	20	5.75	115.00
	piece	Plastic Folder Legal size (VIOLET)	20	5.75	115.00
	piece	Plastic Folder Legal size (YELLOW)	20	5.75	115.00
	piece	Plastic Folder Legal size (RED)	20	5.75	115.00
	piece	Plastic Folder Legal size (GREEN)	20	5.75	115.00
	piece	Plastic Folder Legal size (BLUE)	20	5.75	115.00
	piece	Plastic Folder Legal size (PINK)	20	5.75	115.00
	piece	Plastic Folder Legal size (ORANGE)	20	5.75	115.00
	piece	Plastic Folder Legal size (VIOLET)	20	5.75	115.00
	piece	Plastic Folder Short size (TRANSPARENT)	48	5.50	264.00
	pad	Quiz Pad 1/2 lengthwise, 80 leaves 100mmx250mm	10	10.50	105.00
	pad	Quiz Pad 1/2 crosswise, 80 leaves 200mmx125mm	10	10.50	105.00
	pad	Quiz Pad 1/4, 80 leaves 10mmx125mm	10	5.50	55.00
	piece	Yarn assorted color	10	8.50	85.00
	piece	Spelling booklet	30	7.50	225.00
	piece	Plastic Envelope TRANSPARENT, Short	30	6.50	195.00
	piece	Plastic Envelope TRANSPARENT, Long	30	7.50	225.00
	piece	Poly Bag with Handle long	30	75.00	2,250.00
	pad	Writing Pad Grade 3, old style 80 leaves 150mmx200mm, high grade bond paper	30	10.25	307.50
	pad	Writing Pad Grade 4, 80 leaves 150mmx200mm, high grade bond paper	30	10.25	307.50
	pad	Yellow Pad 80 leaves 216mmx330mm	15	27.50	412.50
	piece	Crayons 24's Non-Toxic, last 35% longer, preferred by teachers	30	39.75	1,192.50
	piece	Formal Theme Notebook for Elementary, 20 leaves, bond 48GSM 8.5x11 (FILIPINO)	40	7.75	310.00
	piece	Formal Theme Notebook for Elementary, 20 leaves, bond 48GSM 8.5x11 (ENGLISH)	40	5.75	230.00
	piece	Formal Theme Notebook for Secondary, 20 leaves, bond 48GSM 8.5x11 (FILIPINO)	40	5.75	230.00
Total Amount in Words:		EIGHT THOUSAND ONE HUNDRED NINE PESOS ONLY***			8,109.00
NF 2001-0020					
Conforme:		<p style="text-align: right;">Very truly yours, ARNEL B. GARCIA, CESO II Regional Director</p>			
		<p style="text-align: center;">GOLDEN CIRCLE ENTERPRISES Signature over Printed Name of Supplier</p>			
		Date			
Funds Available:					
<p style="text-align: center;">LLOYD DRAZEN B. BAS Accountant III</p>		<p>ORS No.: <u>20-04-02131</u></p> <p>Amount: <u>₱ 8,109</u></p>			