PURCHASE ORDER

PPA CALATAGAN PORT SERVICES

Entity Name

Supplier :	Paper Plane General Merchandise Co.	P.O. No. :	24-03-003
Address :	2nd Floor, P&C Building, P. Canlapan St., cor. Noble St. Poblacion, Brgy. 10, Batangas City	Date :	March 12, 2024
TIN	010-436-201-000	Mode of Procurement:	Shopping

Gentlemen:

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

Place of Delivery : _____	Delivery Term :10 days upon receipt of Notice to Proceed
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	box	Ballpen, Black, rectractable (12 pcs per box)	2	75.00	150.00
	box	Ballpen, Blue, rectractable (12 pcs per box)	2	75.00	150.00
	box	Clip, Backfold, 19mm (3/4") 12 pcs per box	1	18.00	18.00
	box	Fastener, Metal, 70mm between prongs, 50 sets per box	1	53.75	53.75
	btl	Glue, 130g. Multi purpose glue	1	68.75	68.75
	pc	Marker, permanent, bullet type, point: medium, Black	1	37.50	37.50
	pad	Note Pad, Stick On 2x3, 100 sheets per pad	1	18.00	18.00
	box	Paper Clip, 33mm, 100 pcs per box or 52 grams	1	9.75	9.75
	box	Paper Clip, 50mm, 100 pcs per box or 52 grams	1	22.50	22.50
	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	5	265.00	1,325.00
	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	4	230.00	920.00
	box	Pencil #2 (12's)	1	95.00	95.00
	box	Staple Wire, Standard (leg length 6mm) 5000 staple per box	2	40.00	80.00
	roll	Tape, Transparent, Width: 24mm, Usable length: 50 meters	4	21.75	87.00
	roll	Tape, Packaging, Width: 48mm, Usable length: 50 meters	2	33.00	66.00
	pad	1/4 Pad Paper, 100mm x 125mm, 80 leaves, 60 GSM	21	25.00	525.00
	unit	Calculator, 2 way power, 12 digits, Regular percentage claculations, Two way power, Extra large display, Dim (DxWxH): 158c151c32mm	1	350.00	350.00
	unit	Puncher, paper, (Heavy Duty) with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheetsof 70gsm Multipurpose paper	1	215.00	215.00

	unit	Mouse (optical) USB Type	1	237.50	237.50
	unit	Keyboard, USB Type	1	437.50	437.50

INPUT VAT - EXEMPT

(Total Amount in Words) Four Thousand Eight Hundred Sixty Six Pesos & 25/100 Pesos **4,866.25**

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 on the undelivered item/s.

Conforme:

RAMEL D. BIBAL
Signature over Printed Name of Supplier

March 15, 2024
Date

Very truly yours,

JOSELITO O SINOCRUZ PhD
Signature over Printed Name of Authorized Official

Port Manager
Designation

Fund Cluster : _____

Funds Available : _____

RAQUEL B LACSAMANA
Corporate Finance Services Chief

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____

PURCHASE ORDER

PPA NASUGBU PORT SERVICES

Entity Name

Supplier :	Paper Plane General Merchandise Co.	P.O. No. :	24-03-004
Address :	2nd Floor, P&C Building, P. Canlapan St., cor. Noble St. Poblacion, Brgy. 10, Batangas City	Date :	March 12, 2024
TIN	010-436-201-000	Mode of Procurement:	Shopping

Gentlemen:

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

Place of Delivery : _____	Delivery Term :10 days upon receipt of Notice to Proceed
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	box	Ballpen, Black, rectractable (12 pcs per box)	2	75.00	150.00
	box	Ballpen, Blue, rectractable (12 pcs per box)	2	75.00	150.00
	box	Clip, Backfold, 19mm (3/4") 12 pcs per box	1	18.00	18.00
	pack	Folder, Tagboard for A4 size documents, 100pcs/pack	2	460.00	920.00
	box	Fastener, Metal, 70mm between prongs, 50 sets per box	2	53.75	107.50
	pc	Marker, permanent, bullet type, point: medium, Black	1	37.50	37.50
	pad	Note Pad, Stick On 2x3, 100 sheets per pad	2	18.00	36.00
	box	Paper Clip, 33mm, 100 pcs per box or 52 grams	2	9.75	19.50
	box	Paper Clip, 50mm, 100 pcs per box or 52 grams	1	22.50	22.50
	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	10	265.00	2,650.00
	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	10	230.00	2,300.00
	box	Pencil #2 (12's)	1	95.00	95.00
	box	Sign Pen, Black, liquid/gel ink 0.5mm needle tip (12 pcs per box)	1	255.00	255.00
	box	Staple Wire, Standard (leg length 6mm) 5000 staple per box	5	40.00	200.00
	roll	Tape, Transparent, Width: 24mm, Usable length: 50 meters	5	21.75	108.75
	roll	Tape, Packaging, Width: 48mm, Usable length: 50 meters	2	33.00	66.00
	pad	1/4 Pad Paper, 100mm x 125mm, 80 leaves, 60 GSM	103	25.00	2,575.00
	unit	Calculator, 2 way power, 12 digits, Regular percentage claculations, Two way power, Extra large display, Dim (DxWxH): 158c151c32mm	1	350.00	350.00

	unit	Puncher, paper, (Heavy Duty) with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheetsof 70gsm	1	215.00	215.00
	unit	Multipurpose paper			
	unit	Mouse (optical) USB Type	2	237.50	475.00
	unit	Keyboard, USB Type	2	437.50	875.00

INPUT VAT - EXEMPT

(Total Amount in Words) Eleven Thousand Six Hundred Twemty Five & 75/100 Pesos **11,625.75**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

RAMEL D. BIBAL
Signature over Printed Name of Supplier

March 15, 2024
Date

Very truly yours,

JOSELITO O SINOCRUZ PhD
Signature over Printed Name of Authorized Official

Port Manager
Designation

Fund Cluster : _____

Funds Available : _____

RAQUEL B LACSAMANA
Corporate Finance Services Chief

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____