PURCHASE ORDER

Philippine Ports Authority

Supplier: SONJAY ENTERPRISES
Address: BRGY. STA. ANASTACIA. STO. TOMAS
TIN: 418-915-920-0000
PO Type: STANDARD
Mode of Procurement: SHOPPING

PO No.: BAT-1560-21
PO Date: 04-SEP-21
PR No.: BAT-1202-21
PR Date: 11-AUG-21

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

Place of Delivery: PMO - BAT
Date of Delivery:

Delivery Term: 20 days upon receipt of Purchase Order
Payment Term: Immediate

Item No.	Unit	Description	Quantity	Unit Cost	Amount
OOS-ASD3155	PC	Box, Peerless (Original) 24"x15x11"	130.00	98.2143	12,767.86
COS-ASD1398	BOX	Typewriter Ribbon, Manual, Black (12 pieces per box)	15.00	267.8571	4,017.86
OOS-ASD3279	PK	Folder with Tab, for Legal size documents (100 pieces per box)	2.00	368.3036	736.61
OOS-ASD3279	PK	Folder with Tab, for A4 documents (100 pieces per pack)	1.00	339.2857	339.29
COS-ASD038	PC	Box, Data File, Horizontal, Legal (Double) with Divider (Color: Navy Blue) Dimesion: 24cm x 24cm x 40cm	15.00	167.4107	2,511.16
NPS-PPA223	BOX	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pieces per box)	30.00	247.7679	7,433.04
NPS-PPA223	BOX	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pieces per box)	20.00	247.7679	4,955.36
BAT-AS0059	BOX	Rubber Band, Small #16, 350 grams	25.00	109.3750	2,734.38
ILOOFCSUP85	BOX	Ballpen, Black Retractable (12 pcs per box)	5.00	53.5714	267.86
ILOOFCSUP86	BOX	Ballpen, Blue Retractable (12 pcs per box)	5.00	53.5714	267.86
COS-ASD1030	BOX	Paper Clip, 50mm, 100 pieces per box or 120 grams	20.00	15.6250	312.50
COS-ASD1175	BOX	Staple Wire, Standard (leg Lenth 8mm) 5000 staples per box	100.00	24.5536	2,455.36
OOS-ASD1965	PC	Arch Lever File (Legal), H-35CM: W-28.5cm: Thickness-8cm: Vertical (Color:Blue)	40.00	83.7054	3,348.21
OOS-ASD1965	PC	Arch Lever File (Legal), H-24cm: W-39.5cm: Thickness-8.5cm: Horizontal (Color:Red)	5.00	83.7054	418.53
COS-ASD1380	PAD	Note Pad, Stick-on 2" x 3", 100 sheets per pad	15.00	12.2768	184.15
COS-ASD1380	PAD	Note Pad, Stick-on 3" x 4", 100 sheets per pad	20.00	20.0892	401.78
OOS-ASD3075	PC	Record Book, 500 Pages (please see attached technical specifications)	10.00	107.1429	1,071.43
CCS-ASD991	CRT	Ink Cartridge, HP 60 (Colored), Original	6.00	625.0000	3,750.00
COS-ASD1017	RL	Tape, Double Sided, 1/2 inch x 25 yards, transparent	10.00	13.3929	133.93
COS-ASD1031	BOX	Envelope, Legal Size (Brown) 100pieces per box	2.00	156.2500	312.50
COS-ASD1031	BOX	Envelope, A4 size (Brown) 100pieces per box	1.00	111.6071	111.61
COS-ASD1032	BOX	Fastener, Plastic 70mm between	30.00	24.5536	736.61

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Item No.	Unit	Description	Quantity	Unit Cost	Amount
COS-ASD1032	BOX	prongs, 50 sets per box Fastener, Metal 70mm between prongs, 50 sets per box	30.00	37.5000	1,125.00
COS-ASD1030	BOX	Paper Clip, 33mm, 100 pieces per box or 52 grams	20.00	6.6964	133.93
INPUT VAT 12					6,063.18
Total: Fifty-Six Thousand Five Hundred Ninety Pesos					56,590.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent of the total value of this Order for each day of delay shall be imposed.

It is understood that this Purchase Order will be served in Accordance with applicable laws, rules and regulations.

Recommending Approval:

Margarita Emelyn B. Villamor
Division Manager A, Admin

Approved:

Joselito O. Sinoc
Port Manager

Conforme:

Signature Over Printed Name of Supplier

10 Sep. 2021
Date

Funds Available:

Raquel B. Lacsamana
Corporate Finance Services Chief