



REPUBLIC OF THE PHILIPPINES  
**NATIONAL IRRIGATION ADMINISTRATION**  
 MIMAROPA REGIONAL OFFICE

COMPLIANCE DIVISION ON AUDIT  
 Regional Office in Administration  
 MIMAROPA REGIONAL OFFICE

**RECEIVED**  
 Date: 7-16-21  
 By: [Signature]

**PURCHASE ORDER**  
**NIA MIMAROPA REGIONAL OFFICE**  
 Entity Name

Supplier: <b>PANDAYAN BOOKSHOP</b>	P.O. No. <b>2021-07-107</b>
Address: <b>San Vicente Central, Calapan City, Or. Mindoro</b>	Date: <b>07/16/2021</b>
TIN: <b>002 957 322 067 Vatable</b>	Mode of Procurement: <b>Shopping</b>

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

Place of Delivery: **NIA MIMAROPA Regional Office** Delivery Term: **Full**  
 Date of Delivery: **within 15 cd from the receipt of P.O.** in 30 days from date of delivery

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>SUPPLY AND DELIVERY OF COMMONLY-USED OFFICE SUPPLIES</b>					
1.	LOT	116 reams PAPER, MULTI-PURPOSE COPY, A4,80gsm(substance 24)	1	217.80	25,264.80
2.	LOT	118 reams PAPER, MULTI-PURPOSE COPY, legal,80gsm(substance 24)	1	240.30	28,355.40
3.	LOT	14 reams PAPER, MULTI-PURPOSE COPY, A3, 80gsm (substance 24)	1	441.75	6,184.50
10.	LOT	<i>Sub-Total</i>			5,961.05
		1 box RUBBER BAND, 70mm min lay flat length (#18)	1	31.34	31.34
		1 pcs RULER, 450mm (18")	1	40.85	40.85
		8 pcs RING BINDER, 45mm, plastic, black	1	52.25	418.00
		6 pcs SCISSOR, symmetrical, blade length: 65mm, minimum	1	90.01	540.06
		1 pc SHARPENER, pencil sharpener, heavy duty	1	247.95	247.95
		10 packs SPECIALTY PAPER, Board paper, long (cream/off-white)	1	29.21	292.10
		14 packs STICKER PAPER, WHITE, A4, Matt	1	47.26	661.64
		20 boxes STAPLE WIRE, standard,#35	1	56.05	1,121.00
		3 pcs TAPE, masking, 24mm,50 meters length	1	50.35	151.05
		1 pcs TAPE, packaging, 48mm,50 meters length	1	42.75	42.75
		32 pcs TAPE, transparent, 24mm, 50 meters	1	27.08	866.56
		1 pc TAPE, transparent, 48mm, 50 meters	1	42.75	42.75
		2 boxes STAPLE WIRE, for heavy duty staplers (23/13)	1	33.00	66.00
		2 pcs TAPE, double- sided, 24mm	1	36.10	72.20
		2 pcs TAPE, DUCT, width: 48mm (±1mm)	1	89.30	178.60
		2 units TAPE DISPENSER, heavy duty for 24mm(1")	1	113.05	226.10
		1 pc WHITE BOARD, 24" x 18"	1	440.80	440.80
		5 pcs STAPLER, with remover	1	104.26	521.30
12.	LOT	<i>Sub-Total</i>			25,112.00
		5 packs COMPUTER INK, Ink Refill, EPSON (003), BLACK	1	248.00	1,240.00
		4 packs COMPUTER INK, Ink Refill, EPSON (003), MAGENTA	1	278.00	1,112.00
		4 packs COMPUTER INK, Ink Refill, EPSON (003), CYAN	1	278.00	1,112.00
		4 packs COMPUTER INK, Ink Refill, EPSON (003), YELLOW	1	278.00	1,112.00
		29 packs COMPUTER INK, Ink Refill, EPSON (T6641), black	1	248.00	7,192.00
		16 packs COMPUTER INK, Ink Refill, EPSON (T6642), cyan	1	278.00	4,448.00
		16 packs COMPUTER INK, Ink Refill, EPSON (T6643), magenta	1	278.00	4,448.00
		16 packs COMPUTER INK, Ink Refill, EPSON (T6644), yellow	1	278.00	4,448.00
16.	LOT	3 pcs EXTENAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	1	3,479.00	10,437.00
		<b>***nothing follows***</b>			
					<b>101,314.75</b>

**TOTAL AMOUNT IN WORDS: ONE HUNDRED ONE THOUSAND THREE HUNDRED FOURTEEN PESOS & 75/100.**

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 delay shall be imposed on the undelivered item/s.

Conforme: [Signature]  
 Signature over Printed Name of Supplier  
 Date: 7/16/2021

very truly yours,  
[Signature]  
**WILLIAM P. RAGODON**  
 Regional Manager

Fund Cluster: 501 COB	ORS/BURS No.: _____
Funds Available: Php 218,302.26	Date of the ORS / BURS: _____
<b>KIRSTY CAROLINE L. BERMANDEZ-ACERON</b> Division Manager A - AFD	Amount: <b>Php 101,314.75</b>

