



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
MIMAROPA REGIONAL OFFICE

COMMISSION ON AUDIT
National Irrigation Administration
MIMAROPA

RECEIVED 2021

Date: Oct 01 2021
By: [Signature]

PURCHASE ORDER
NIA MIMAROPA REGIONAL OFFICE
Entity Name

Supplier: SARY STATIONARY TRADING	P.O. No. 2021-10-152
Address: Sto. Niño, Calapan City	Date: OCT 01 2021
TIN: 273-909-915-000 Vatable	Mode of Procurement: Shopping

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.	Payment Term: within 30 days from date of delivery

Stock / Property No	Unit	Description	Quantity	Unit Cost	Amount
SUPPLY AND DELIVERY OF COMMONLY-USED OFFICE SUPPLIES					
2	pc	ARCHFILE, A4, made of Chipboard, horizontal	10	120.00	1,200.00
3	pc	ARCHFILE, Legal, made of Chipboard, horizontal	72	135.00	9,720.00
14	pc	CLEARBOOK, 20 transparent pockets, for A4 size	10	60.00	600.00
15	pc	CLEARBOOK, 20 transparent pockets, for LEGAL size	10	90.00	900.00
20	pc	CORRECTION TAPE, film based tape	26	20.00	520.00
32	pc	FOLDER, archfile, top mechanism, A3	2	300.00	600.00
37	box	FOLDER, pressboard, plain, legal, 100s/box (green)	7	1,400.00	9,800.00
38	pc	FOLDER, TAGBOARD, for A4 size documents	2	6.00	12.00
42	set	MARKER, fluorescent, 3's assorted colors	5	39.00	195.00
53	box	PAPER CLIP, jumbo, 48mm	11	24.00	264.00
54	box	PAPER CLIP, gem type, 32mm	10	10.00	100.00
58	pack	PHOTO PAPER, A4	7	80.00	560.00
65	pc	RING BINDER, 20mm, plastic, black	5	35.00	175.00
76	pc	SIGN PEN 0.7, Black	3	55.00	165.00
77	pc	SIGN PEN 0.5, Black, water & fade proof, pigment ink	3	75.00	225.00
80	pack	SPECIALTY PAPER Short, 10's	27	24.00	648.00
87	pc	TAPE packaging, 48mm, 50 meters length, brown	6	40.00	240.00
89	p	TAPE transparent, 48mm, 50 meters	5	40.00	200.00
91	pc	CD-R (Compact Disk Recordable), WITH CASE	10	20.00	200.00
92	pc	CD-RW (Compact Disk Re-Writable), WITH CASE	10	39.00	390.00
99	pc	Ink Refill, EPSON (6641), black	43	270.00	11,610.00
109	pc	COMPUTER MOUSE PAD, WRIST SUPPORT	5	230.00	1,150.00
115	pc	NUMERIC KEYPAD, USB Number Pad Numpad Keyboard For Laptop Desktop	3	450.00	1,350.00
116	unit	4-in-1 Monochrome Laser Fax/ MFC/ DCP, Model DR-2255 (for MFC-7290 Model, Brother)	1	3,600.00	3,600.00
4	pc	BALLPEN, Ordinary, Black	78	4.00	312.00
6	pck/set	BALLPEN, Ordinary, Red	20	4.00	80.00
16	pck/set	CLIP, backfold, 19mm(3/4")	48	13.00	624.00
40	pack	INDEX TAB, self-adhesive, transparent	53	75.00	3,975.00
64	pc	RING BINDER, 16mm, plastic, black	10	35.00	350.00
NOTHING FOLLOWS					49,765.00

TOTAL AMOUNT IN WORDS: FORTY-NINE THOUSAND SEVEN HUNDRED SIXTY-FIVE PESOS

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 over Printed Name of Supplier

Date

Very truly yours,

WILLIAM P. RAGODON
Regional Manager

Fund Cluster: 501 COB
Funds Available: Php 253,079.37

ORS/BURS No.: _____
Date of the ORS / BURS: _____
Amount: Php 49,765.00

KIRSTY CAROLINE M. HERNANDEZ-ACERON
Division Manager A - AFD

