

PURCHASE ORDER

for Website

Date Prepared: 18 February 2014 : **Control No:** DOTC-2014-02-10

Purchasing Office: DOTC-PSPMS : **Basis of Purchase:** ABC, Quotations, SSVPC Report
: Bac Resolution No. S--GS-AMP-2013-268

TO: IMCSA MARKETING : **Authority:** Pursuant to the provision of
446 Gedisco Bldg., San Fernando St., : Section 53.9 of the IRR of R.A. 9184.
Binondo Manila : Small Value Procurement

(Name of Contractors/ Supplier & Address) : **TERMS:** Complete delivery within seven (7)
PENALTY: One-tenth of one percent of the : working days from date of receipt of P.O.
total amount of this purchase order for :
: **F.O.B. METRO MANILA**

ITEM No.	QTY.	UNIT	DESCRIPTION OF MERCHANDISE OR ARTICLE	UNIT PRICE	TOTAL AMOUNT
1	3	each	Columnar note book 18 Columns	40.00	120.00
4	50	ream	Paper with DOTC Letterhead/Logo short Colored, per sample	349.00	17,450.00
5	50	ream	Paper with DOTC Letterhead/Logo short One-color, per sample	250.00	12,500.00
6	25	ream	Mimeo Paper short, white wove 70 gsm	116	2,900.00
7	20	ream	Paper with DOTC Letterhead/Logo A-4, clr, per sample	350.00	7,000.00
8	20	ream	Paper with DOTC Letterhead/logo A-4, one-color per sample	250.00	5,000.00
9	50	pack	Alphabetical guide	88.50	4,425.00
10	150	ream	B-board Long-per sample	164.00	24,600.00
11	150	ream	B-board short-per sample	145.00	21,750.00
12	1,000	piece	Documentary envelope short, per sample	1.25	1,250.00
13	500	piece	Folder morocco short, per sample	5.70	2,850.00
14	500	piece	Folder tagboard short, per sample	3.20	1,600.00
15	50	piece	Folder with finger mechanism, per sample	88.00	4,400.00
16	10	roll	Cloth tape, 1-1/2"	84.00	840.00
17	20	roll	Cloth tape, 1"	74.00	1,480.00
18	10	roll	Cloth tape 2"	101.00	1,010.00
19	200	pack	Post-it "sign here"	106.83	21,366.00
20	600	piece	Ballpen black, preferably pilot	19.00	11,400.00
21	360	piece	Ballpen blue, preferably pilot	19.00	6,840.00
22	48	piece	Ballpen red, preferably pilot	19.00	912.00
23	15	box	Paper fastener 2" capacity, cortan	95.00	1,425.00
24	15	piece	Ribbon, HYC (IBM)	98.00	1,470.00
25	25	piece	Tape lift-off (IBM)	20.00	500.00
26	3	box	Toner samsung SF-565RSE	4,300.00	12,900.00
27	8	box	Ink black CP17, Gestetner	1,257.75	10,062.00
28	2	box	Ink master CPMT17, Gestetner	5,859.00	11,718.00
29	15	box	Transparency Film A4, regular	396.00	5,940.00
30	20	piece	Tray desk tray	227.00	4,540.00
31	3	piece	Magnifying glass	150.00	450.00

NOTE: With minimum warranty period of three (3) months. **TOTAL 198,698.00**

RECOMMENDING APPROVAL:

[Signature]
ATTY. CAMILLE R. ALCARAZ-CAMPOS
Assistant Secretary for Procurement

APPROVED:

[Signature]
ATTY. CATHERINE P. GONZALES
Undersecretary For Administration and Procurement

I hereby certify that the amount of P 198,698.00 is available for the purchase of supplies/materials/equipment chargeable against: *(100010000014) 194,604.03*
COE(1000)14.03.00276 (100030000014) 4094.97

[Signature]
EDNA C. TAPAR
Chief, Accounting Division

I hereby certify that the Contractor/Supplier bound itself/himself to the terms and condition stipulated therein and in

THIS IS AN IMPORTANT DOCUMENT. ITS LOSS WILL CAUSE GREAT INCONVENIENCE.

[Signature]
MCSA MARKETING
(Contractor/Supplier)
Date: APRIL 8, 2014

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