

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER

Supplier: ZAB ENTERPRISES INC. Address: 2151 Sobriedad St. cor. Blumentritt Ext. Zone 053 Brgy. 536, Sampaloc, Manila TIN: 009-294-989-0000 Account No.: 3721-0059-75 Branch: LBP - España Branch Telephone: 8712-8535, 8711-0942 email: zabenterprises04@yahoo.com	P.O. # 024-11-174 Date: November 6, 2024 Mode of Procurement: <div style="text-align: right;">Shopping</div>
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL Date of Delivery:	Delivery Term: w/in 30 days upon receipt of P.O. Payment Term: w/in 30 days upon final acceptance <div style="text-align: right;">Bank to bank</div>
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Item No.	Unit	Description	Quantity	Unit Cost	Amount
PROCUREMENT OF COMMON-USE OFFICE SUPPLIES					
1	pc	DIXON, SIGN PEN, BLACK Type: Liquid or Gel; Ink Color: Black Tip: 0.5mm, needle type With non-slip rubber grip	328	Php 25.00	Php 8,200.00
2	pc	DIXON, SIGN PEN, BLUE Type: Liquid or Gel; Ink Color: Blue Tip: 0.5mm, needle type With non-slip rubber grip	352	25.00	8,800.00
3	pc	DIXON, SIGN PEN, RED Type: Liquid or Gel; Ink Color: Red Tip: 0.5mm, needle type	222	25.00	5,550.00
4		CASIO MX-12B, CALCULATOR, COMPACT Capacity: 12 digits; LCD Display Two-way power source (Solar and Cell) With CE Mark Replacement Warranty: One (1) year	10	370.00	3,700.00
5		PRINCE, CLIP, BACKFOLD, 50MM Material: All Metal; Size: 2" Packaging: At least 12 pcs/box	248	65.00	16,120.00
6		CLASSIC, ENVELOPE, MAILING Size: 105mm (W) x 241mm (L) Color: White; Quality Bond Paper; 70gsm Packaging: 500 pcs/box	1	345.00	345.00
7	pack	NAPPCO KRAFT/METRO, FOLDER WITH TAB, LEGAL Material: Tagboard/Carrier/Foldcote/Cupstock Board Size: Legal; Color: Cream or Brown Packaging: 100 pcs per pack/box Smooth-finished abd non-blot on both sides	83	300.00	24,900.00
8	pc	HBW, MARKER, WHITEBOARD, BLACK Ink Color: Black Tip Type: Bullet	69	23.00	1,587.00
9	pc	HBW, MARKER, WHITEBOARD, BLUE Ink Color: Blue Tip Type: Bullet	64	23.00	1,472.00
10	ream	PAPER ONE, PAPER, MULTIPURPOSE, A4 Size: 210mm x 297mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	16	200.00	3,200.00
11	ream	PAPER ONE, PAPER, MULTIPURPOSE, CUSTOM FOLIO Size: 216mm x 330mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	16	236.00	3,776.00
12	pc	HBW, BALLPEN, BLACK, Ballpoint: Tip: 0.5mm; Ink Color: Black Good writing performance	592	3.80	2,249.60

Item No.	Unit	Description	Quantity	Unit Cost	Amount
13	pc	HBW, BALLPEN, BLUE Ballpoint: Tip: 0.5mm; Ink Color: Blue Good writing performance	592	3.80	2,249.60
14	pc	HBW, BALLPEN, RED Ballpoint: Tip: 0.5mm; Ink Color: Red Good writing performance	150	3.80	570.00
15		ERASER, FELT Size (L x W x T): min. 125mm x 45mm x 21mm Thickness of Felt: min. 18mm Thickness of Board: min. 3mm For Blackboard/Whiteboard	8	20.00	160.00
16	pc	METAL DESK ORGANIZER TRAY, 2 LAYER Layer: Two; Color: Preferably Black Dimensions: 18 x 25 x 38 cm Fits up to Legal Size Paper	20	350.00	7,000.00
17	bottle	HBW, STAMP PAD INK, BLACK Ink Color: Black; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	48	18.00	864.00
18	bottle	HBW, STAMP PAD INK, BLUE Ink Color: Blue; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	48	18.00	864.00
19	bottle	HBW, STAMP PAD INK, RED Ink Color: Red; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	44	18.00	792.00

Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. The supplier will be allowed to deviate from the measurement provided that said deviations will be equal or greater than those stipulated.

Total Amount in Words: **Ninety Two Thousand Three Hundred Ninety Nine Pesos and 20/100 Only** Php **92,399.20**

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.

Very truly yours,


JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Conforme:


Jesusa M. Gamades

(Signature over printed name)

11-13-2024

(Date)

Funds Available:

ALOS: 02-101101-2024-11-741

Amount: ₱ 92,399.20


ARIEL J. UBIÑA
Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


CHRISTIAN D. BUAT
ADAS I