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Republic of the Philippines  
Office of the President



# PURCHASE ORDER

**PO Number PO000388**

*(Please quote this number on all related correspondence, delivery/shipping papers and invoice)*

<b>TO:</b> ST. FRANCIS BIBLES, INC 4/F St. Francis Square Mall Mandaluyong City  Contact Name: Mark Anthony Baquiran Tel No.: 632-1010 TIN: 005297928000	<b>DELIVER/SHIP TO:</b> Bases Conversion and Development Authority 2F Bonifacio Technology Center 31st Street corner 2nd Avenue BGC Taguig NCR 1634 Contact Name: Procurement Division Tel No.: 575-1700 Fax No.: 816-0978 TIN: 002-219-694-000
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PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
8/14/2018 <i>8/20/18</i>	0000224		SVP	8/14/2018	30 days	CREDIT 30

Item	Quantity	Unit	Description	Unit Cost	Amount
1	100.00	PIECE	CORRECTION TAPE, 5MM X 8, JOY	20.00	2,000.00
2	12.00	PIECE	DESK TRAY, DOUBLE LAYER, WIRE MESH	240.00	2,880.00
3	300.00	PIECE	DVD RECORDABLE, 4.7GB, WITH CASE SONY	24.00	7,200.00
4	500.00	PIECE	DVD REWRITABLE, 4.7GB, WITH CASE, SONY <i>HP</i>	44.00	22,000.00
5	6.00	BOX500	ENVELOPE, DOCUMENTARY, FOR A4 SIZE, 500PCS/BOX	1,145.00	6,870.00
6	100.00	PIECE	GLUE, STICK	25.00	2,500.00
7	50.00	REAM	PAPER, MULTICOPY, A3 SIZE, 80GSM	460.00	23,000.00
8	120.00	PIECE	SIGNPEN, BLACK, ENERGEL	92.00	11,040.00
9	120.00	PIECE	SIGNPEN, BLUE, ENERGEL	92.00	11,040.00
10	10.00	BOX	STAPLE WIRE, HD, SIZE 23/10, 1210 FA-H, VERIMAX	45.00	450.00
11	36.00	PIECE	STAPLER, HEAVY DUTY, JOY	120.00	4,320.00
12	60.00	PIECE	WASTEBASKET, PLASTIC, NON-RIGID	65.00	3,900.00
13	18.00	BOX	DRY LIFT-OFF TAPE, F583, 6PCS/BOX	155.00	2,790.00

NOTE: PPM-D- VARIOUS OFFICE SUPPLIES 3RD QUARTER CORPORATE WIDE PURCHASE REQUEST NO. 0000368

<b>PESOS: NINETY NINE THOUSAND NINE HUNDRED NINETY AND 00/100 PESOS ONLY</b>	<b>99,990.00</b>
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**Terms and Conditions:**

This Purchase Order (PO) shall be governed by the General Terms and Conditions printed at the back hereof

*Note: Please attach the original copy of this order together with the DELIVERY RECEIPT and SALES INVOICE in the triplicate.*

FUNDS AVAILABLE:

**HEDDA Y. RULONA**  
 DMIII, Budget Department *HR*

Approved by:

**BGEN CARLOS F. QUITA (RET)**  
 VP-CSG

Recommended by:

**SUSANA R. RAMOS**  
 Officer-in-Charge, PPM-D





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I hereby certify that I am authorized representative of the company and that by affixing my signature, it shall bind the company I am representing to the terms and conditions of the PO and all applicable provisions of RA 9184 and its revised IRR and other applicable government rules.

I further certify that the above prices, which were quoted in the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery.

**CONFORME:**

Date Received:

08/22/18

*Mark Anthony Baquiran*  
**MARK ANTHONY BAQUIRAN**

Printed Name and Signature of Authorized Representative

*(The supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance.)*

**KINDLY REFAX TO 5751785 OR EMAIL TO [ifdavid@bcda.gov.ph](mailto:ifdavid@bcda.gov.ph) THANKS.**