



PURCHASE ORDER
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)

Supplier : MAC ENTERPRISES		P.O. No. : 026-20		
Address : 1465 Santan St. Batasan Hills Quezon City		Date : December 29, 2020		
Email: macenterprises0817@gmail.com		Mode of Procurement : Shopping		
PR No.	20-270	End-User : Office of the Director (OD)		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:				
Place of Delivery : 4th Floor, BAFE Office, DA Bldg., Elliptical Rd., Diliman, Quezon City		Delivery Term : FOB Destination		
Date of Delivery :	Twenty Five (25) calendar days upon conforme of Purchase Order	Payment Term : 30 WD		
Unit	Description	Quantity	Unit Cost	Amount (Php)
pc	Adhesive Tape 48mm x 100y	22	75	1,650.00
pc	Air Freshener, aerosol type	27	210	5,670.00
box	Ballpen, 12 pcs, per box (Black)	27	77.00	2,079.00
box	Ballpen, 12 pcs, per box (Blue)	11	77.00	847.00
box	Ballpen, 12 pcs, per box (Red)	11	77.00	847.00
pc	Battery Charger	3	3,500.00	10,500.00
pc	Battery Dry Cell, AA	12	80	960.00
pc	Battery Dry Cell, AAA	12	100	1,200.00
pc	Battery, Rechargeable, AA	8	720.00	5,760.00
pc	Battery, Rechargeable, AAA	4	700.00	2,800.00
pc	Battery, Rechargeable, 9V	2	1,100.00	2,200.00
box	Binder Clip, 25mm (box)	31	20.00	620.00
box	Binder Clip, 32mm (box)	31	30	930.00
box	Binder Clip, 50mm (box)	31	50	1,550.00
box	Binder Clip, 41mm (box)	21	50.00	1,050.00
box	Binder Clip, 51mm (box)	21	70.00	1,470.00
pc	Binding Ring 1/4"	12	10.00	120.00
pc	Binding Ring 1/2"	7	16.00	112.00
pc	Binding Ring 3/4"	5	27	135.00
pc	Binding Ring 1"	5	28	140.00
pc	Binding Ring 1-1/2"	4	48.00	192.00
pc	Binding Ring 2"	4	57.00	228.00
pc	Broom, tambo	8	140.00	1,120.00
pc	Calculator (Standard)	6	360.00	2,160.00
pc	Calculator (Scientific)	10	900	9,000.00
pack	CARBON FILM-LEGAL	2	205	410.00
pack	CARTOLINA, ASSORTED	9	85.00	765.00
pc	Certificate Holder, A4	220	49.00	10,780.00
pc	clearbook, A4 size	50	38.00	1,900.00
pc	clearbook, legal	50	40.00	2,000.00
box	Clipboard	21	70	1,470.00
box	CLIP, Backfold, 19mm	20	15	300.00
box	CLIP, backfold, 32mm, 12 pcs. Per box	25	40.00	1,000.00
box	CLIP, BACKFOLD, 50MM, 12 pieces per box	50	60.00	3,000.00
pc	CORRECTION TAPE, 1 piece in individual plastic	141	69.00	9,729.00

pc	Cutter knife	58	25.00	1,450.00
pc	Cutter blade	37	10	370.00
pc	Data file box	54	200	10,800.00
pc	Data file folder	50	70.00	3,500.00
pc	Dating and stamping machine	5	500.00	2,500.00
pc	Digital Voice Recorder	2	6,900.00	13,800.00
pc	Duct Tape 1"	10	140.00	1,400.00
pc	Duct Tape 4"	20	240	4,800.00
pc	Dust Pan	6	50	300.00
box	Envelope expanding, Legal	5	740.00	3,700.00
pc	Envelope expanding, plastic	41	30.00	1,230.00
pc	Extension Cord, Heavy duty (with size)	30	1,000.00	30,000.00
pc	External Hard Drive	6	3,500.00	21,000.00
pc	File organizer, A4	51	80	4,080.00
pc	FILE TAB DIVIDER, A4	20	20	400.00
pc	FILE TAB DIVIDER, LEGAL	20	20.00	400.00
pack	folder legal, L type, 50 pieces per pack	13	280.00	3,640.00
pack	folder A4, L type, 50 pieces per pack	13	200.00	2,600.00
bundle	FOLDER, WITH TAB, A4	22	320.00	7,040.00
pc	Furniture Cleanser	20	116	2,320.00
pc	GLUE, all purpose, gross weight: 200 grams min	52	150	7,800.00
pc	Handbook (RA 9184), 8th Edition	39	120.00	4,680.00
pc	hand soap liquid, 500 ml	27	190.00	5,130.00
pc	hand soap liquid (refill)	30	130.00	3,900.00
pc	Index tab	35	70.00	2,450.00
pc	Index tab with flags	10	80	800.00
pc	Insecticide	8	160	1,280.00
roll	Laminating Film Roll	1	1,000.00	1,000.00
pc	Magazine File Box, Large	50	42.00	2,100.00
box	MARKER, PERMANENT, bullet type, black	13	350.00	4,550.00
pc	MARKER, WHITEBOARD, red	20	20.00	400.00
pc	Memory Card (32 GB)	7	550	3,850.00
pc	Mop Bucket	2	2,500.00	5,000.00
pc	Mop Handles	2	170.00	340.00
pc	Mop Head	3	140.00	420.00
pc	Notebook	336	20.00	6,720.00
ream	PAPER, MULTI-PURPOSE, 70 gsm., size: (A3)	5	660	3,300.00
ream	PAPER, MULTI-PURPOSE, 70 gsm., size: (Legal)	170	340	57,800.00
ream	Paper, Multicopy, 80 gsm, A3	20	760.00	15,200.00
ream	Paper, Multicopy, 80 gsm. Legal	190	390.00	74,100.00
box	PAPER, PARCHMENT, 100 sheets per box	31	100.00	3,100.00
pack	PENCIL ERASER	70	25.00	1,750.00
pc	pencil sharpener	3	175	525.00
pack	Photopaper, 10 pcs, per pack	30	150	4,500.00
pack	Post-it Tape Flag	20	160.00	3,200.00
pc	PVC IDs (10pcs/pack)	10	15.00	150.00
pc	Ring Binder A4	15	200.00	3,000.00
pc	Ring Binder Legal	15	225.00	3,375.00
box	Rubber band 70mm min. Lay flat length 18#	9	90	810.00

pc	Ruler, plastic	34	16	544.00
pc	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	90	90.00	8,100.00
pc	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	30	30.00	900.00
pack	Specialty Paper, 10 pcs, per pack	65	100.00	6,500.00
pc	Stamp pad ink	11	39.00	429.00
pc	Staple remover	20	30	600.00
pc	STAPLE WIRE, STANDARD	76	60	4,560.00
pc	Stapler binder type	4	900.00	3,600.00
pc	Stapler, Standard type	37	440.00	16,280.00
pc	Sticker Paper Matte Finish, A4	26	70.00	1,820.00
pc	Tape dispenser, table top	12	200.00	2,400.00
pc	Tape, Double Sided	10	120.00	1,200.00
pc	Tape packaging	22	30.00	660.00
pc	Tape transparent 48mm	39	27.00	1,053.00
pc	Transparency Film A4	3	350.00	1,050.00
pc	Transparency Film 9"x 12"	12	80	960.00
pack	Trash bag	10	150	1,500.00
pc	Twine	2	80.00	160.00
pc	Waste basket, non rigid	27	24.00	648.00
Grand Total				474,218.00

(Total Amount in Words)

Four Hundred Seventy Four Thousand Two Hundred Eighteen 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 of delay shall be imposed on the undelivered item/s.

Conforme:



Very truly yours,



MIRASOL A. ANLAGAN

ENGR. ARIODEAR C. RICO

Director IV, BAFE

Date December 29, 2020

Date

Fund Cluster : 01

Funds Available : ✓

MS. PRETCHE JEAN B. LARIDA

Accountant III

ORS/BURS No. :

Date of the ORS/BURS:

Amount :

462,695.00 cancelled amount

Amount & Cost.

432,497.00 250 PB.00