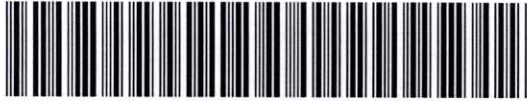




## PURCHASE ORDER

Supplier : <b>XYZ GENERAL MERCHANDISE</b>  Address : <b>Stall 23, Pcbjbt, Bus Terminal, New Pandan, Panabo City</b>  PhilGEPS Registration No. : <b>201606172806947984338</b> Tel./Fax No. : <b>09989835924</b> Registration Certificate : <b>DTI</b>	P.O. Number: <b>2023114633</b>  <b>020231146339B82BC95E</b> Date : <b>Nov 21, 2023</b> P.R. No. : <b>2023095798</b> Procurement mode: <b>Shopping B (Regular Purchase)</b>
Req. Office : <b>Vice Governor's Office</b>	

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b> Place of Delivery : <b>PGSO WAREHOUSE</b>	Delivery Term: <b>10 Working Days</b>
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I.N.	Quantity/Unit	Item	Unit Cost	Amount
1	35.00 RMS	BOND PAPER A4 SUB.20	280.00	9,800.00
2	30.00 RMS	BOND PAPER LONG SUB. 20	300.00	9,000.00
3	25.00 RMS	BOND PAPER SHORT SUB. 20	240.00	6,000.00
4	6.00 PAD	PHOTO PAPER	190.00	1,140.00
5	6.00 PCS	AIR FRESHNERS 320 ML <b>GLADE</b>	195.00	1,170.00
6	3.00 BTLS	LIQUID DISWASHING 500ML	80.00	240.00
7	50.00 BTLS	ALCOHOL 70% 500ML <b>ALCO PLUS</b>	80.00	4,000.00
8	8.00 BXS	SIGN PEN BLACK 0.3 (PILOT)	40.00	320.00
9	100.00 PCS	BALLPEN PANDA BLACK	13.00	1,300.00
10	5.00 SETS	REFILL CANON INK 4 COLORS INKTECH	620.00	3,100.00
11	4.00 BTLS	TIOLET CLEANER <b>TUFF</b>	190.00	760.00
12	50.00 ROLL	TISSUE 3 FLY	25.00	1,250.00
13	10.00 PAD	A4 PARCHLILENT PAPER	50.00	500.00
14	50.00 PCS	FOLDER BROWN LONG SIZE	18.00	900.00
15	4.00 PCS	DISHWASHING PASTE BIG SMART	40.00	160.00

**BM MACLA OFFICE SUPPLIES**

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.

**I hereby conform that NOTICE TO DELIVER shall be served to the PLACE OF DELIVERY stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.**

Conforme : \_\_\_\_\_ Very truly yours, *By the Authority of the Governor:*  
 \_\_\_\_\_ (Signature over printed name) **GALE GUADALUPE G. MORTILLERO, MSLRG, MHRM**  
 \_\_\_\_\_ (Date) **Assistant Provincial Administrator (Administration)**  
**EDWIN I. JUBAHIB**  
**Governor**

**NOTE:** This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

GLOBERT M. GREGORIO

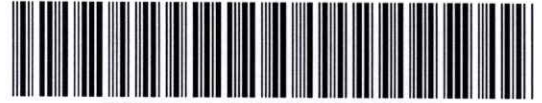


## PURCHASE ORDER

Supplier : **XYZ GENERAL MERCHANDISE**

P.O. Number: **2023114633**

Address : **Stall 23, Pcibit, Bus Terminal, New Pandan, Panabo City**



**O20231146339B82BC95E**

PhilGEPS Registration No. : **201606172806947984338**

Tel./Fax No. : **09989835924**

Registration Certificate : **DTI**

Date : **Nov 21, 2023**

P.R. No. : **2023095798**

Procurement mode: **Shopping B (Regular Purchase)**

Req. Office : **Vice Governor's Office**

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : \_\_\_\_\_ Payment Term : **ON ACCOUNT**

Place of Delivery : **PGSO WAREHOUSE**

Delivery Term: **10 Working Days**

I.N.	Quantity/Unit	Item	Unit Cost	Amount
16	4.00 BXS	ASSORTED COLOR FASHNER PLASTIC	35.00	140.00
17	80.00 PCS	FOLDER EXPANDED GREEN LONG SIZE	25.00	2,000.00
18	8.00 PCS	FINE CARTRIDGE 810 BLACK CANON PIXMA	900.00	7,200.00
19	8.00 PCS	FINE CARTRIDGE COLORED 811 CANON PIXMA	1,380.00	11,040.00
20	15.00 PCS	BIG NOTEBOOK 100 LEAVES	45.00	675.00
21	3.00 PCS	TRASHCAN	120.00	360.00
22	5.00 PCS	SURFACE CLEANER	190.00	950.00
23	1.00 PC	GLASS WIPER	180.00	180.00
24	3.00 PCS	RUG	90.00	270.00
25	1.00 PC	MOP	380.00	380.00
26	5.00 PCS	SMALL WRITING NOTE PAD	25.00	125.00
27	80.00 PCS	CERTIFICATE HOLDER	70.00	5,600.00
28	20.00 PAD	SPECIAL STATIONARY (A4 SIZES)	85.00	1,700.00
29	20.00 PADS	OSLO PAPER	75.00	1,500.00
30	1.00 PC	PAPER CUTTER (BIG)	1,450.00	1,450.00

Remarks :  
 4th QUARTER OFFICE SUPPLIES BM MACLA

Green Procurement Terms and Conditions

**BM MACLA OFFICE SUPPLIES**

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**I hereby conform that NOTICE TO DELIVER shall be served to the PLACE OF DELIVERY stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.**

Conforme :

Very truly yours,

\_\_\_\_\_  
 Giselale Diestrales  
 (Signature over printed name)  
 \_\_\_\_\_  
 (Date)

By the Authority of the Governor:


GALE GUADALUPE G. MORTILLERO, MSLRG, MHRM  
 Assistant Provincial Administrator (Administration)  
**EDWIN I. JUBANIS**  
 Governor

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GLOBERT M. GREGORIO



## PURCHASE ORDER

Supplier : <b>XYZ GENERAL MERCHANDISE</b>  Address : <b>Stall 23, Pcbijt, Bus Terminal, New Pandan, Panabo City</b>  PhilGEPS Registration No. : <b>201606172806947984338</b> Tel./Fax No. : <b>09989835924</b> Registration Certificate : <b>DTI</b>	P.O. Number: <b>2023114633</b>  <b>020231146339B82BC95E</b> Date : <b>Nov 21, 2023</b> P.R. No. : <b>2023095798</b> Procurement mode: <b>Shopping B (Regular Purchase)</b>
Req. Office : <b>Vice Governor's Office</b>	

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b> Place of Delivery : <b>PGSO WAREHOUSE</b>	Delivery Term: <b>10 Working Days</b>
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I.N.	Quantity/Unit	Item	Unit Cost	Amount
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**CLEANER FOR TIOLET/URINAL**

1. The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids, such as sodium hypochlorite and hypochlorite.
2. The supplier shall supply products with adequate instructions for proper use and disposal.

**COMPUTERS, MONITORS AND LAPTOP**

1. The suppliers shall supply ICT equipment which fulfills at least ENERGY STAR 6.1 for computers and 7.1 for monitors criteria.
2. The supplier shall supply products with a visible On/Off switch.
3. In case of desktop computers: The supplier shall supply products which are designed so that the memory, hard disk and CD drive are readily accessible and can be changed easily for upgrade.
4. The supplier shall supply notebooks and desktop computers where the availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of production.
5. The supplier shall supply the products in recyclable packages and shall provide a packaging take-back service.

**DETERGENT POWDER**

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO), and active ingredients as linear alkybenzene sulfonate.
  2. The supplier shall supply products with adequate instructions for proper use and disposal.
- There shall be a minimum purchase of half kilo for this item.

**DISINFECTANT SPRAY**

1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
2. The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper use and waste disposal.
3. The supplier shall supply product containing no Chlorofluorocarbon (CFC) or other ozone depleting substances.

**LIQUID HAND SOAP**


1. The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO), and active ingredients as linear alkybenzene sulfonate.

<b>BM MACLA OFFICE SUPPLIES</b>	
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**I hereby conform that NOTICE TO DELIVER shall be served to the PLACE OF DELIVERY stated herein three (3) days before the actual delivery of the item/s covered by this Purchase Order.**

Conforme : \_\_\_\_\_  
 (Signature over printed name)  
 \_\_\_\_\_  
 (Date)


Very truly yours,  
  
 By the Authority of the Governor:  
**GALE GUADALUPE G. MORTILLERO, MSLRG, MHRM**  
 Assistant Provincial Administrator (Administration)  
**EDWIN I. JUBANIS**  
 Governor

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**GLOBERT M. GREGORIO**



# PURCHASE ORDER

Supplier : <b>XYZ GENERAL MERCHANDISE</b>	P.O. Number: <b>2023114633</b>
Address : <b>Stall 23, Pcbijt, Bus Terminal, New Pandan, Panabo City</b>	 <b>O20231146339B82BC95E</b>
PhilGEPS Registration No. : <b>201606172806947984338</b>	Date : <b>Nov 21, 2023</b>
Tel./Fax No. : <b>09989835924</b>	P.R. No. : <b>2023095798</b>
Registration Certificate : <b>DTI</b>	Procurement mode: <b>Shopping B (Regular Purchase)</b>
Req. Office : <b>Vice Governor's Office</b>	

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b>	Delivery Term: <b>10 Working Days</b>
Place of Delivery : <b>PGSO WAREHOUSE</b>	

I.N.	Quantity/Unit	Item	Unit Cost	Amount
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2. Purchase in sachets shall not be allowed.
3. The supplier shall supply products with adequate instructions for proper use and disposal.

**MULTICOPY PAPER**

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. Wrapping by ream should be made of at least 50% biodegradable material, no 100% single-use plastic wrapping. For bulk orders, carton box shall be used for packing.

**TOILET PAPER**

1. The supplier shall supply paper which is at least Elemental Chlorine Free (ECF).
2. The core as well as any paper wrapping and carton box packing must be strong enough for storage and transit.

**TOILETS AND URINALS**

1. The nominal full flush volume shall not exceed 6.0 1/flush (for urinals 2.0 1/flush).
2. Toilets (toilet suites delivering a full flush volume of more than 4.0 liters and toilet flushing systems shall be equipped with a water-saving device. The reduced flush volume shall not exceed 3.0 1/flush.
3. The supplier shall supply products which are packaged in materials that should be recyclable.

The award is based on Abstract No. **1120234489** created on **November 16, 2023** under  
Quotation No. **C20236111** opened on **November 09, 2023**

<b>BM MACLA OFFICE SUPPLIES</b>	
Grand Total Amount in Words : <b>SEVENTY-THREE THOUSAND TWO HUNDRED TEN AND XX / 100</b>	GRAND TOTAL : <b>₱ 73,210.00</b>

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.

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Conforme : \_\_\_\_\_  
Gisele Mostrales  
 (Signature over printed name)  
 \_\_\_\_\_  
 (Date)

Very truly yours,

By the Authority of the Governor:  
  
**GALE GUADALUPE G. MORTILLERO, MSLRG, MHRM**  
 Assistant Provincial Administrator (Administration)  
**EDWIN I. JUBAHIB**  
 Governor

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