CIAP

PURCHASE ORDER

CIAP-F-PRO-002 || Rev. 1 || 07/03/2022

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Supplier/Provider : **PAPERLINE ENTERPRISES INC**

Address: 1140 Chino Roces Avenue San Antonio Village Makati City

Tel. / Fax No.: 88970135/88995260

TIN: 009-708-837-000

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P.O. No. : **2024-04-026**

Date : 29 April 2024

P.R. No. 24-03023

Date : 4 March 2024

Mode of Procurement: Shopping B (Sec. 52.1.b)

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Sir / Ma'am:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Item No.	Stock No.	Qty.	Unit	Description	Cost	
					Unit	Total
1		60	Piece	HBW,Marker Permanent Black	₱ 12.00	₱ 720.00
2		50	Pad	HBW 2X3 Notepad stick on 50mm x 76mm	₱ 13.00	₱ 650.00
3		30	Box	Clip,Backfold,50mm 1",1/4" 12pcs/box	₱ 24.50	₱ 735.00
4		25	Box	Clip,Backfold,50mm 1",12pcs/box	₱ 17.50	₱ 437.50
5		40	Pad	HBW 3X3 Notepad stick on 76mm x 76mm	₱ 17.00	₱ 680.00
6		40	Pad	HBW 3X4 Notepad stick on 76mm x 100mm	₱ 25.00	₱ 1,000.00
7		237	Ream	Paper,Multicopy A4,80gsm	₱ 225.00	₱ 53,325.00
				Nothing Follows		

Amount in Words:

FIFTY SEVEN THOUSAND FIVE HUNDRED FORTY SEVEN PESOS & 50/100 ONLY

Total ₱ **57,547.50**

*Subject to applicable taxes

Total ₱ **57,547.50**

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Place of Delivery: CIAP Makati Office

Date of Delivery:

Payment Term: ☐ Check Payment (Landbank); 30 calendar days after complete delivery

Delivery Term: ☐ Pick-Up ☐ Deliver within 15 calendar days from receipt of PO by supplier

5 Penalty Provision:

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered items.

Conforme:

PRUDENCIO Y. REYES III
President

Authorized Supplier Signature over Printed Name

5/00/2024
Date

Very truly yours,

ATTY. HERBERT DG. MATIENZO
Executive Director-in-Charge, CIAP

Date

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Fund Cluster:

Funds Available:

PERLITA M. RASING
Chief Accountant/Head of Accounting

ORS/BURS No. :

Date of the ORS/BURS:

Amount :