

Purchase Request Number : 21-1421  
 Purchase Request Date : May 12, 2021  
 PPMP Code : ADMIN21-031

Republic of the Philippines  
 City Government of Cagayan de Oro  
 BIDS AND AWARDS COMMITTEE (BAC) - GOODS  
 City Hall, Cagayan de Oro City

**PURCHASE ORDER**

page 1 of 1

Supplier : <b>CROWN PAPER &amp; STATIONERIES SUPPLY</b>	P.O. No. : <b>1939</b>
Address : <b>VELEZ JR. BORJA ST., CAGAYAN DE ORO CITY</b>	Date : <b>AUG 13 2021</b>
E-mail Address : _____	Mode of Procurement : <b>SHOPPING 52.1</b>
Telephone No. : _____	Procurement : <b>OF THE 2016 RIR</b>
TIN : _____	Procurement : <b>OF RA 9184</b>

Gentlemen:

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

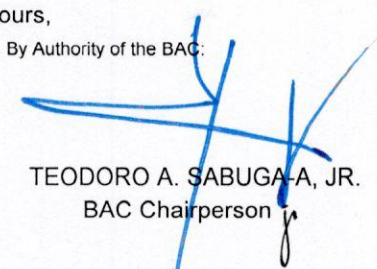
Place of Delivery : CITY ADMINISTRATOR'S OFFICE Delivery Term : SEVEN (7) CALENDAR DAYS  
via CGSO for inspection


Date of Delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_

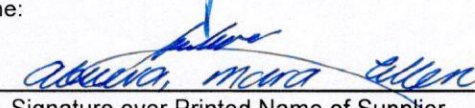
ITEM NO.	JNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	ream	Bookpaper S21 A4 <b>PAPERONE</b>	150	190.00	₱28,500.00
2	ream	Bookpaper S21 Long <b>PAPERONE</b>	150	206.00	₱30,900.00
3	pc	Admission Logbook : 500 pages <b>VISION</b>	15	88.00	₱1,320.00
4	pc	Admission Logbook : 300 pages <b>VISION</b>	10	60.00	₱600.00
5	pc	Heavy Duty Stapler : big, #35 <b>KW-TRIO</b>	10	312.00	₱3,120.00
6	box	Ballpen : 50s/box, Color black <b>FLEX</b>	5	325.00	₱1,625.00
7	box	Staple Wire #35 <b>JOY</b>	15	35.00	₱525.00
8	box	Sign Pen : 12s/box, 0.5mm, gel ink, color Blue <b>MY GEL/UNI</b>	4	1,020.00	₱4,080.00
					<b>₱70,670.00</b>
x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x					
FOR CITY ADMINISTRATIVE DIVISION USE					

(Total Amount in Words) **SEVENTY THOUSAND SIX HUNDRED SEVENTY AND 00/100 PESOS ONLY**

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

Very truly yours,  
 By Authority of the BAC:  
  
**TEODORO A. SABUGA, JR.**  
 BAC Chairperson

APPROVED:  
  
**OSCAR S. MORENO**  
 City Mayor

Conforme:  
  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 8-17-21  
 \_\_\_\_\_  
 Date

Note: This serves as Notice of Award and Contract once Conformed within Ten (10) Days, by the Supplier.