

## PURCHASE ORDER

PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : SOPHIE'S GENERALMERCHANDISE

Address : P-5, Bautista, Labo, Camarines Norte

P.O. No. : 25020438

Date : 03 - 24 - 25

Telephone No. :

Mode of Procurement : SHOPPING

TIN : 184-646-631-000

Gentlemen:

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

Place of Delivery: PSWDO

Date of Delivery : 04 / 08 / 2025

Delivery Term : 140

Payment Term: FULL

| Item No. | Quantity | Unit Issue | ITEM DESCRIPTION                                       | Amount    |            |
|----------|----------|------------|--------------------------------------------------------|-----------|------------|
|          |          |            |                                                        | Unit Cost | Total Cost |
| 1        | 2        | piece      | Calculator, Electronic, Heavy Duty 12 Digits CASIO     | 600.00    | 1,200.00   |
| 2        | 20       | pack       | Sticker Paper, Ivory Satin, A4, 10S                    | 60.00     | 1,200.00   |
| 3        | 1        | pack       | Specialty Paper, Letter, White, 200gsm, 300s WORX      | 3,000.00  | 3,000.00   |
| 4        | 1        | box        | Envelope, Legal Brown, 500/box                         | 2,000.00  | 2,000.00   |
| 5        | 3        | box        | Envelope, Short Brown, 500/box                         | 500.00    | 1,500.00   |
| 6        | 50       | piece      | Expanding Envelope with Elastic Band, Legal            | 50.00     | 2,500.00   |
| 7        | 300      | piece      | ID Lanyard with ID Card Holder                         | 60.00     | 18,000.00  |
| 8        | 6        | box        | White Mailing Envelope, 500s, (9 1/2" x 4 1/8)         | 250.00    | 1,500.00   |
| 9        | 2        | ream       | Expanding Folder, Legal White, 100s                    | 400.00    | 800.00     |
| 10       | 8        | ream       | White Folder, Legal White, 100s                        | 600.00    | 4,800.00   |
| 11       | 30       | bottle     | 003 Computer Ink - Black EPSON                         | 350.00    | 10,500.00  |
| 12       | 20       | bottle     | 003 Computer Ink - Magenta EPSON                       | 350.00    | 7,000.00   |
| 13       | 20       | bottle     | 003 Computer Ink - Cyan EPSON                          | 350.00    | 7,000.00   |
| 14       | 20       | bottle     | 003 Computer Ink - Yellow EPSON                        | 350.00    | 7,000.00   |
| 15       | 12       | bottle     | 008 Computer Ink - Black EPSON                         | 800.00    | 9,600.00   |
| 16       | 10       | bottle     | 008 Computer Ink - Magenta EPSON                       | 800.00    | 8,000.00   |
| 17       | 10       | bottle     | 008 Computer Ink - Cyan EPSON                          | 800.00    | 8,000.00   |
| 18       | 10       | bottle     | 008 Computer Ink - Yellow EPSON                        | 800.00    | 8,000.00   |
| 19       | 12       | bottle     | BTD60BK 006 Computer Ink - Black BROTHER               | 600.00    | 7,200.00   |
| 20       | 10       | bottle     | BT 5000Y Computer Ink - Yellow BROTHER                 | 600.00    | 6,000.00   |
| 21       | 10       | bottle     | BT 5000C Computer Ink - Cyan BROTHER                   | 600.00    | 6,000.00   |
| 22       | 10       | bottle     | BT 5000M Computer Ink - Magenta BROTHER                | 600.00    | 6,000.00   |
| 23       | 33       | piece      | Stamp Pad, Blue HBW                                    | 50.00     | 1,650.00   |
| 24       | 5        | bottle     | Stamp Pad ink, blue, 30ml HBW                          | 25.00     | 125.00     |
| 25       | 5        | piece      | Personalized Self Inking Stamp                         | 400.00    | 2,000.00   |
| 26       | 30       | ream       | Bond Paper, A11/Letter, 80gsm, sub 24, 500/rm HARDCOPY | 300.00    | 9,000.00   |
| 27       | 190      | ream       | Bond Paper, A4, 80gsm, sub 24, 500/rm HARDCOPY         | 310.00    | 58,900.00  |
| 28       | 160      | ream       | Bond Paper, F4/Legal, 70gsm, 500/rm HARDCOPY           | 320.00    | 51,200.00  |
| 29       | 30       | roll       | Clear Tape width 24mm x 100m                           | 50.00     | 1,500.00   |
| 30       | 30       | roll       | Clear Tape width 48mm x 200m                           | 65.00     | 1,950.00   |
| 31       | 29       | roll       | Packaging Tape with 72mm x 100mm                       | 110.00    | 3,190.00   |
| 32       | 30       | roll       | Masking Tape 1" x 25 yards                             | 55.00     | 1,650.00   |
| 33       | 30       | roll       | Masking Tape 2" x 25 yards                             | 75.00     | 2,250.00   |
| 34       | 20       | roll       | Double Sided Tape 1/2 x 10m                            | 150.00    | 3,000.00   |
| 35       | 30       | box        | Paper Fastener, 7cm, 50 sets per box                   | 110.00    | 3,300.00   |
| 36       | 15       | box        | Paper Fastener, Long, 8 1/2", 50 sets per box          | 120.00    | 1,800.00   |
| 37       | 15       | box        | Pencil, Lead with Eraser, 12/box MONGOL                | 150.00    | 2,250.00   |
| 38       | 20       | box        | Ballpen, Black 50pcs/box PANDA                         | 600.00    | 12,000.00  |
| 39       | 15       | box        | Gel Pen .05 (black) 12 pcs/box DONG-A                  | 320.00    | 4,800.00   |
| 40       | 8        | box        | Gel Pen .05 (blue) 12 pcs/box DONG-A                   | 320.00    | 2,560.00   |

for Office Supplies and charged to General Admin and Support to Operations, Office Supplies Expenses

Total amount in words:

Two Hundred Eighty Nine Thousand Nine Hundred Twenty Five Pesos Only

289,925.00

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

Very truly yours,

Conforme:

SOFIA P. CALMATEO

Signature over printed name of Supplier

03-25-25

Date

RICARTE R. PADILLA

Governor



## PURCHASE ORDER

PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **SOPHIE'S GENERALMERCHANDISE** P.O. No. : **25020438**  
 Address : **P-5, Bautista, Labo, Camarines Norte** Date :  
 Telephone No. : Mode of Procurement : **SHOPPING**  
 TIN : **184-646-631-000**

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

Place of Delivery: **PSWDO**Date of Delivery : **04/08/2025**

Delivery Term :

Payment Term: **FULL**

| Item No. | Quantity | Unit Issue | ITEM DESCRIPTION                                           | Amount    |                   |
|----------|----------|------------|------------------------------------------------------------|-----------|-------------------|
|          |          |            |                                                            | Unit Cost | Total Cost        |
|          |          |            | Balanced Forwarded..                                       |           | <b>289,925.00</b> |
| 41       | 2        | box        | Gel Pen .05 (red) 12 pcs/box DONG-A                        | 320.00    | 640.00            |
| 42       | 10       | box        | Marker, Permanent broad, Pilot, 12pcs/box PILOT            | 500.00    | 5,000.00          |
| 43       | 8        | box        | Marker, Whiteboard, Pilot, 12pcs/box PILOT                 | 760.00    | 6,080.00          |
| 44       | 10       | piece      | Stapler HD with Remover HBW                                | 160.00    | 1,600.00          |
| 45       | 35       | box        | Stapler wire, heavy duty, 26/6                             | 50.00     | 1,750.00          |
| 46       | 40       | box        | Correction Tape, 24pcs/box TM                              | 500.00    | 20,000.00         |
| 47       | 5        | pad        | Stick on, 100s, 76mm x 19mm                                | 45.00     | 225.00            |
| 48       | 40       | pad        | Stick on, 100s, 76mm x 51mm, 5in1                          | 90.00     | 3,600.00          |
| 49       | 12       | piece      | Scissors                                                   | 60.00     | 720.00            |
| 50       | 4        | piece      | Puncher, Paper, Heavy, with two hole guide HBW             | 300.00    | 1,200.00          |
| 51       | 2        | ream       | Record Book, 300 pages, 5.5 x 8.5 inches, 10 book/ream     | 750.00    | 1,500.00          |
| 52       | 8        | box        | Rubber Band, Big No. 18                                    | 350.00    | 2,800.00          |
| 53       | 30       | box        | Binder Clips, 51mm 12pcs/box JOY                           | 110.00    | 3,300.00          |
| 54       | 30       | box        | Binder Clips, 41mm 12pcs/box JOY                           | 100.00    | 3,000.00          |
| 55       | 150      | piece      | Certificate Holder, A4                                     | 50.00     | 7,500.00          |
| 56       | 50       | piece      | Certificate Frame, A4                                      | 210.00    | 10,500.00         |
| 57       | 300      | piece      | Certificate Jacket, A4                                     | 55.00     | 16,500.00         |
| 58       | 30       | piece      | Highlighter Pen STABILO                                    | 45.00     | 1,350.00          |
| 59       | 7        | ream       | Colored Paper - Assorted 100s                              | 250.00    | 1,750.00          |
| 60       | 30       | pack       | Photo Paper, A4, 10s QUAFF                                 | 75.00     | 2,250.00          |
| 61       | 5        | piece      | Tape Dispenser                                             | 110.00    | 550.00            |
| 62       | 5        | piece      | Desktop Pencil Sharpener                                   | 250.00    | 1,250.00          |
| 63       | 20       | box        | Paper Clip (vinyl/plastic coat, 48mm) WELL'S               | 40.00     | 800.00            |
| 64       | 20       | box        | Paper Clip (vinyl/plastic coat, 33mm) WELL'S               | 25.00     | 500.00            |
| 65       | 10       | pack       | Plastic Ring Binder Clip, A4, 10 pcs/pack                  | 300.00    | 3,000.00          |
| 66       | 3        | pack       | Plastic Binding Ring, A4 size, 28mm, 21 holes, 10 pcs/pack | 200.00    | 600.00            |
| 67       | 3        | box        | Plastic Binding Ring, A4 size, 38mm, 21 holes, 10 pcs/pack | 220.00    | 660.00            |
| 68       | 3        | box        | Plastic Binding Ring, A4 size, 45mm, 21 holes, 10 pcs/pack | 250.00    | 750.00            |
| 69       | 3        | box        | Plastic Binding Ring, A4 size 8mm, 21 holes, 100s/box      | 250.00    | 750.00            |
| 70       | 3        | box        | Plastic Binding Ring, A4 size 8mm, 21 holes, 100s/box      | 250.00    | 750.00            |
| 71       | 3        | box        | Plastic Binding Ring, A4 size 8mm, 21 holes, 100s/box      | 250.00    | 750.00            |
| 72       | 65       | box        | Oil Pastel, 24 colors                                      | 150.00    | 9,750.00          |
| 73       | 65       | piece      | Illustration Board, 1/4                                    | 60.00     | 3,900.00          |
| 74       | 30       | piece      | Illustration Board, 1/4                                    | 60.00     | 1,800.00          |
| 75       | 6        | box        | Laminating sheet, long, 100s/pack                          | 1,000.00  | 6,000.00          |
| 76       | 30       | pack       | Notebook Refill, 5pcs/pack                                 | 100.00    | 3,000.00          |
| 77       | 100      | piece      | Steno notebook, 60 leaves                                  | 35.00     | 3,500.00          |
| 78       | 15       | pack       | Parchment Paper, 100s, A4                                  | 370.00    | 5,550.00          |
| 79       | 5        | roll       | Cartolina, assorted color, 12s                             | 110.00    | 550.00            |
| 80       | 10       | piece      | Data File Box                                              | 300.00    | 3,000.00          |

for Office Supplies and charged to General Admin and Support to Operations, Office Supplies Expenses

Total amount in words:

**Four Hundred Twenty Eight Thousand Six Hundred Pesos Only****428,600.00**

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

Very truly yours,

Conforme:

**SOFIA P. CALMATEO**

Signature over printed name of Supplier

**03-25-25**  
Date**RICARTE R. PADILLA**

Governor