

PURCHASE ORDER
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : JERENI OFFICE SUPPLIES AND EQUIPMENT TRADING P.O. No. : 25031082
Address : Eco Ave P-3 San Roque Mercedes Date : 04-04-25
Camarines Norte
Telephone No. : 9295458716 Mode of Procurement : SHOPPING
TIN : 641-478-678

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

Place of Delivery: PHO Delivery Term : NCD
Date of Delivery : 04/19/25 Payment Term: FULL

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	50	ream	Bond Paper Legal Size, subs 20 SMARTIST	300.00	15,000.00
2	50	ream	Bond Paper A4, subs 20 SMARTIST	270.00	13,500.00
3	100	pc	Sign pen retractable, balck 0.5mm ball needle YOUMEI	15.00	1,500.00
4	100	pc	Ballpen, retractable black 0.7mm FLEXOFFICE	15.00	1,500.00
5	25	pc	Official Record Book, 300 pages (8.5"x11") VALIANT	185.00	4,625.00
6	25	pc	Official Record Book, 500 pages (8.5"x11") VALIANT	210.00	5,250.00
7	10	pc	White Board Marker, Red FLEXOFFICE	40.00	400.00
8	10	pc	White Board Marker, Blue FLEXOFFICE	40.00	400.00
9	10	pc	White Board Marker, Eraser	35.00	350.00
10	4	pc	Steel Rack, Bottleless 5 layers Heavy Duty	3,000.00	12,000.00
11	30	pc	USB Data Traveler 128GB TRANSCEND	550.00	16,500.00
12	20	pc	File Organizer, 3 Layers	450.00	9,000.00
13	500	pc	Folder Long, Thick White TM	15.00	7,500.00
14	200	pc	Folder Short, Thick White TM	15.00	3,000.00
15	40	box	Correction Tape, 10mx5m white TM	650.00	26,000.00
16	50	box	Paper Fastener, plastics 50's TM	60.00	3,000.00
17	10	pc	Paper Fastener, long 8 1/2 50's TM	60.00	600.00
18	25	pc	Double Sided tape 1" 18mmx5m	55.00	1,375.00
19	100	pc	Pencil no. 2 MONGOL	25.00	2,500.00
20	200	pc	Envelope Brown	10.00	2,000.00
21	30	pc	Highlighter Pen Assorted Colors SPOTLINER	65.00	1,950.00
22	50	pack	Vellum Board Short 220qsm 10's BRIGHT	75.00	3,750.00
23	100	pc	Certificate Holder/case A4 TM	75.00	7,500.00
24	50	pc	Sticky Note Pad 3x3	45.00	2,250.00
25	100	pc	Expandable Folder, Legal Size	30.00	3,000.00
26	100	pc	Sliding Folder, Legal Size	30.00	3,000.00
27	20	pc	Self inking stamp	750.00	15,000.00
28	1	pc	Self inking stamp (receiving)	750.00	750.00
29	3	pc	Cast Device	800.00	2,400.00

for General Administrative Support Services Use

Total amount in words: **One Hundred Sixty Five Thousand Six Hundred Pesos Only** 165,600.00

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:



MARK JERENI D. DE VILLA

Signature over printed name of Supplier

04-05-25

Date

RICARTE R. PADILLA

Governor