

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier: <b>JAI &amp; JAZZ CONSUMER GOODS TRADING</b>	P.O. No.: <b>25061902</b>
Address: <b>Daet Central Terminal Brgy. Camambugan Daet, Camarines Norte</b>	Date: <b>09-29-25</b>
Telephone No.: <b>0908-583-0555 / charlenecaramoan@gmail.com</b>	Mode of Procurement: <b>SHOPPING</b>
TIN: <b>248-932-455-000</b>	

Gentlemen:

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

Place of Delivery: <b>PHO</b>			Delivery Term: <b>1460</b>		
Date of Delivery: <b>10/14/2025</b>			Payment Term: <b>FULL</b>		
Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	50	ream	Bond Paper Legal Size, Subs 20	330.00	16,500.00
2	50	ream	Bond Paper Short Size, Subs 20	340.00	17,000.00
3	100	pc	Sign Pen retractable, blue 0.5mm ball needle	119.00	11,900.00
4	25	pc	Official Record Book, 300 pages (8.5"x11")	279.00	6,975.00
5	25	pc	Official Record Book, 500 pages (8.5"x11")	351.00	8,775.00
6	100	pc	Certificate Holder/case	50.00	5,000.00
7	30	pc	Sticky Note Pad (Index Sign Here)	75.00	2,250.00
8	100	pc	Expandable Folder, Legal Size	25.00	2,500.00
9	99	pc	Sliding Folder, Legal Size	104.00	10,296.00
10	3	pc	Steel Rack, Boltless 5 layers heavy duty	2,600.00	7,800.00
11	10	pack	Vellum Board long, 220gsm (10's)	60.00	600.00
<i>for General Administrative Support Service Use</i>					
Total amount in words: <b>Eighty Nine Thousand Five Hundred Ninety Six Pesos Only</b>					<b>89,596.00</b>

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:

**RICARTE R. PADILLA**  
Governor

**CHARLENE CARAMOAN TOTANES**

Signature over printed name of Supplier

**09-30-25**

Date

**JOSEPH X. ASCUTIA**  
Acting Governor