

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **AOA HUGE OFFICE AND SCHOOL TRADING** P.O. No. : **25103096**  
 Address : **Purok Bayabas, Barangay Gubat** Date : **12-11-25**  
**Daet, Camarines Norte**  
 Telephone No. : **0998 575 5114** Mode of Procurement : **SVP**  
 TIN : **244-630-606-00001**

Gentlemen:

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

Place of Delivery : **CNPH** Delivery Term : **FOC**  
 Date of Delivery : **12/19/25** Payment Term : **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	2,350	pc	Ball pen black, retractable 0.7 FLEX OFFICE	9.00	21,150.00
2	1,100	pc	Ball pen blue, retractable 0.7 FLEX OFFICE	9.00	9,900.00
3	620	pc	Ball pen red, retractable 0.7 FLEX OFFICE	9.00	5,580.00
4	20	box	Binder Clips, 1 inch (12/box) RAMBO	30.00	600.00
5	20	box	Binder Clips, 2 inch (12/box) RAMBO	90.00	1,800.00
6	10	pc	Calculator, desktop, 12-digits Large Screen JOY	250.00	2,500.00
7	30	pc	Cartolina, light blue (thick)	9.00	270.00
8	50	pc	Cartolina, light pink (thick)	9.00	450.00
9	20	pc	Cartolina, light yellow (thick)	9.00	180.00
10	25	pc	Cartolina, light orange (thick)	9.00	225.00
11	720	pc	Correction Tape, white (5mm x 10m) JOY	35.00	25,200.00
12	10	pack	Acetate Film PVC Binding Cover, long (200 micron, 10's)	150.00	1,500.00
13	10	pack	Acetate Film PVC Binding Cover, A4 (200 micron, 10's) J	130.00	1,300.00
14	2	ream	Bond Paper, A3 (70 gsm) HARDCOPY	600.00	1,200.00
15	25	box	Carbon paper, black, 50's (long) JOY	370.00	9,250.00
16	100	pc	Cartolina, light brown (thick)	9.00	900.00
17	100	pc	Cartolina, peach (thick)	9.00	900.00
18	200	pc	Clip Board, hard plastic w/ cover (long) UK OFFICE	150.00	30,000.00
19	5	ream	Colored Paper, assorted colors (250 pcs)	350.00	1,750.00
20	5	pc	Columnar Pad, 20-column VECO	70.00	350.00
21	10	pc	Computer Keyboard K120, Full size) LOGITECH	680.00	6,800.00
22	10	pc	Computer Mouse (4-way wheel, wired, full size) OP-720	250.00	2,500.00
23	2	pc	Cork Board with Aluminum Frame (26 X 24 inches, mou	1,400.00	2,800.00
24	80	pc	Document Metal Tray, 3-layer	830.00	66,400.00
25	10	pc	File Divider Carton (Bristol) A4, 10's	40.00	400.00
26	10	pc	File Divider Carton (Bristol) Long, 10's	45.00	450.00
27	5	pc	Laminating Film, long (222mm X 337mm, 250 micron) 10	1,250.00	6,250.00
28	2,000	pc	Gel pen, 0.5mm, black DONG-A	9.00	18,000.00
29	1,200	pc	Gel pen, 0.5mm, blue DONG-A	9.00	10,800.00
30	800	pc	Gel pen, 0.5mm, red RAMBO	9.00	7,200.00
31	25	pc	Magazine File Box, horizontal, legal (double)	350.00	8,750.00
32	80	roll	Packaging Tape, clear (48mm X 100m) CROCO	100.00	8,000.00

*for hospital use*

Total amount in words: **Two Hundred Fifty Three Thousand Three Hundred Fifty Five Pesos Only** **253,355.00**

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:

**AGNES D. OBUSAN**

Signature over printed name of Supplier

12-12-25

Date

**ENGR. JOSEPH V. ASCUTIA**  
Acting Governor

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **AOA HUGE OFFICE AND SCHOOL TRADING** P.O. No. : **25103096**  
 Address : **Purok Bayabas, Barangay Gubat** Date : **12-11-25**  
**Daet, Camarines Norte**  
 Telephone No. : **0998 575 5114** Mode of Procurement : **SVP**  
 TIN : **244-630-606-00001**

Gentlemen:

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

Place of Delivery : **CNPH** Delivery Term : **30**  
 Date of Delivery : **12/19/25** Payment Term : **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
			<i>Balanced Forwarded...</i>		<i>253,355.00</i>
33	2	pc	Paper Cutter, wood base, A4 (10 X 12) QUAFF	620.00	1,240.00
34	120	box	Paper Fastener, 50's RAMBO	75.00	9,000.00
35	340	pc	Pencil w/ eraser DELI	5.00	1,700.00
36	20	pc	Pencil Sharpener (heavy duty) HBO	350.00	7,000.00
37	125	pc	Permanent Marker, black, dual tip (chisel tip 2.5mm: bullet tip 1.8mm) DONG-A	35.00	4,375.00
38	150	pc	Picture Frame (long size) PVC, Black	150.00	22,500.00
39	50	yard	Plastic Cover, thick, Gauge #5	50.00	2,500.00
40	10	pc	Puncher, Red, 6mm dia 40 sheets (113 x 156 x 137mm) CA	350.00	3,500.00
41	2	pc	Puncher for ID (Corner & Oblong) 2-in-1	800.00	1,600.00
42	2	pc	Puncher for ID (Oblong)	430.00	860.00
43	10	box	Rubber band, stationary, flat & big (No. 18) ARROW	300.00	3,000.00
44	10	box	Rubber band, round 350 grams CLICK	240.00	2,400.00
45	230	roll	Scotch tape (24mm x 50m) FLEX OFFICE	35.00	8,050.00
46	5	pack	Specialty Paper, 90 gsm (White, A4, 10's) WORX	35.00	175.00
47	25	bottle	Stamp Pad ink, blue (30 ml)	45.00	1,125.00
48	250	box	Staple Wire, copper #35 (5000 pcs) STEVES	80.00	20,000.00
49	50	pc	Stapler w/ staple wire remover (ergonomic style) MAX	200.00	10,000.00
50	15	pc	Stapler (Up to 120 sheets, white) E0486 JOY	1,300.00	19,500.00
51	50	pack	Sticker Paper, A4, 135 GSM (Glossy, 20's) ELIT	45.00	2,250.00
52	10	pc	Tape Dispenser, big, blue (812) JOY	250.00	2,500.00
53	10	pc	USB Data Traveler (64 GB) SANDISK	350.00	3,500.00
54	50	pc	Masking Tape, 1-inch (15 meters) CILA	35.00	1,750.00
55	75	pc	Record Book Book, 300 pages (8.5 x 11 inches) VISION	250.00	18,750.00
56	35	pc	Record Book Book, 500 pages (8.5 x 11 inches) VISION	270.00	9,450.00
57	5	pc	Stamp Pad No. 1 (5 x 3.2 inch, uninked)	70.00	350.00
58	12	pack	Vellum Board, Long, 220 gsm (10's) BRIGHT	45.00	540.00
			<i>for hospital use</i>		

Total amount in words: **Four Hundred Ten Thousand Nine Hundred Seventy Pesos Only** **410,970.00**

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:

**AGNES D. OBUSAN**

Signature over printed name of Supplier

12-12-25

Date

**ENGR. JOSEPH V. ASCUTIA**  
Acting Governor