

PURCHASE ORDER
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **SOPHIE'S GENERALMERCHANDISE** P.O. No. : **26010300**
Address : **P-5, Bautista, Labo, Camarines Norte** Date : **04 - 20 - 26**
Telephone No. : _____ Mode of Procurement : **SVP**
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 : **05/05/2026**

Delivery Term : **14CD**
Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	1	ream	Carbon Paper Film Blue, 100s, 216x330mm	640.00	640.00
2	2	piece	Calculator, Electronic, Heavy Duty 12 Digits	595.00	1,190.00
3	20	pack	Sticker Paper, Ivory, Satin, A4,10s	60.00	1,200.00
4	70	pack	Specialty Paper, Letter, White, 200 gsm, 10s	91.00	6,370.00
5	70	pack	Specialty Paper, A4, White, 200 gsm, 10s	90.00	6,300.00
6	1	box	Envelope, Legal Brown, 500/box	3,500.00	3,500.00
7	1	box	Envelope, Short Brown, 500/box	3,000.00	3,000.00
8	100	piece	Expanding Envelope with Elastic Band, Legal	35.00	3,500.00
9	8	box	White Mailing Envelope, 500s, (9 1/2" x 4 1/8)	700.00	5,600.00
10	1	ream	Expanding Folder, Legal, White, 100s	2,300.00	2,300.00
11	8	ream	White Folder, Legal, White, 100s	625.00	5,000.00
12	3	bottle	001 Computer Ink - Black EPSON	450.00	1,350.00
13	2	bottle	001 Computer Ink - Magenta EPSON	350.00	700.00
14	2	bottle	001 Computer Ink - Cyan EPSON	350.00	700.00
15	2	bottle	001 Computer Ink - Yellow EPSON	350.00	700.00
16	15	bottle	003 Computer Ink - Black EPSON	350.00	5,250.00
17	5	bottle	003 Computer Ink - Magenta EPSON	350.00	1,750.00
18	5	bottle	003 Computer Ink - Cyan EPSON	350.00	1,750.00
19	5	bottle	003 Computer Ink - Yellow EPSON	350.00	1,750.00
20	5	bottle	008 Computer Ink - Black EPSON	500.00	2,500.00
21	3	bottle	008 Computer Ink - Magenta EPSON	500.00	1,500.00
22	3	bottle	008 Computer Ink - Cyan EPSON	500.00	1,500.00
23	3	bottle	008 Computer Ink - Yellow EPSON	500.00	1,500.00
24	10	bottle	BTD60BK 006 Computer Ink - Black BROTHER	500.00	5,000.00
25	8	bottle	BT5000Y Computer Ink - Yellow BROTHER	500.00	4,000.00
26	8	bottle	BT5000C Computer Ink - Cyan BROTHER	500.00	4,000.00
27	8	bottle	BT5000M Computer Ink - Magenta BROTHER	500.00	4,000.00
28	33	piece	Stamp Pad, blue	45.00	1,485.00

for office supplies use

Total amount in words: **Seventy Eight Thousand Thirty Five Pesos Only** **78,035.00**

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:

ENGR. JOSEPH Y. ASCUTIA
Acting Governor

SOFIA P. CALMATEO

Signature over printed name of Supplier

04-21-26

Date

PURCHASE ORDER
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : **SOPHIE'S GENERALMERCHANDISE** P.O. No. : **26010300**
Address : **P-5, Bautista, Labo, Camarines Norte** Date : **04-20-26**
Telephone No. : _____ Mode of Procurement : **SVP**
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** Delivery Term : **1460**
Date of Delivery : **05/05/2026** Payment Term: **FULL**

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
Balanced Forwarded..				Sub-Total:	78,035.00
29	10	bottle	Stamp Pad Ink, blue, 30ml	60.00	600.00
30	5	piece	Date Stamp/ Dater	95.00	475.00
31	8	piece	Personalized Self Inking Stamp	550.00	4,400.00
32	40	ream	Bond Paper, A11/Letter, 80gsm, sub 24, 500/rm HARD	300.00	12,000.00
33	60	roll	Clear Tape width 24 mm x 100m	38.00	2,280.00
34	30	roll	Clear Tape width 48 mm x 200m	75.00	2,250.00
35	30	roll	Packaging Tape width 72 mm x 100m, Clear	110.00	3,300.00
36	25	roll	Masking Tape 1" x 25 yards	45.00	1,125.00
37	25	roll	Masking Tape 2" x 25 yards	75.00	1,875.00
38	50	roll	Double Sided Tape 2 inches = 24mm	145.00	7,250.00
39	50	box	Paper Fastener, 7cm, 50 sets per box WELL'S	110.00	5,500.00
40	50	box	Paper Fastener, Long, 8 1/2", 50 sets per box MONGOL	120.00	6,000.00
41	25	box	Pencil, Lead with Eraser, 12/box FLEXTOK	150.00	3,750.00
42	30	box	Ballpen, Black 50pcs/box	495.00	14,850.00
43	15	box	Gel Pen .05 (black) 12pcs/box DONG-A	320.00	4,800.00
44	10	box	Gel Pen .05 (blue) 12pcs/box DONG-A	320.00	3,200.00
45	5	box	Gel Pen .05 (red) 12pcs/box DONG-A	320.00	1,600.00
46	10	box	Marker, Permanent broad, 12pcs/box PILOT	600.00	6,000.00
47	5	box	Marker, Whiteboard, 12pcs/box HBW	450.00	2,250.00
48	10	piece	Stapler HD with Remover	200.00	2,000.00
49	30	box	Staple wire, heavy duty, 26/6 TM	60.00	1,800.00
50	20	box	Correction Tape, 24pcs/box JOY	500.00	10,000.00
51	30	pad	Stick on, 100s, 76mmx101mm	50.00	1,500.00
52	40	pad	Sticky notes, 100s, 76mm x 51mm, 5in1	50.00	2,000.00
53	30	piece	Scissors	100.00	3,000.00
54	3	piece	Puncher, Paper, Heavy Duty, w/ two hole guide	300.00	900.00
55	4	ream	Rubber Band, big, No.18, 350gms	3,200.00	12,800.00
56	10	box	Rubber Band Flat & Round 50gms Brite & Click	300.00	3,000.00
for office supplies use					

Total amount in words: **One Hundred Ninety Eight Thousand Five Hundred Forty Pesos Only** **198,540.00**

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:

SOPHIA P. CALMATEO

Signature over printed name of Supplier

04-21-26
Date

ENGR. JOSEPH V. ASCUTIA
Acting Governor

PURCHASE ORDER
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier :	SOPHIE'S GENERALMERCHANDISE	P.O. No. :	26010300
Address :	P-5, Bautista, Labo, Camarines Norte	Date :	04 - 20 - 26
Telephone No. :		Mode of Procurement :	SVP
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	Delivery Term :	4cb
Date of Delivery :	05/05/2026	Payment Term:	FULL

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
			<i>Balanced Forwarded..</i>	Sub-Total:	198,540.00
57	15	box	Record Book, 500 Pages, 8.5 x 11 inches, 10 books/rm	60.00	900.00
58	15	box	Binder Clips, 51 mm, 12pcs/box	83.00	1,245.00
59	20	box	Binder Clips, 41 mm, 12pcs/box	79.00	1,580.00
60	20	box	Binder Clips, 32 mm, 12pcs/box	69.00	1,380.00
61	100	piece	Certificate Holder, A4	50.00	5,000.00
62	80	piece	Certificate Frame A4	180.00	14,400.00
63	30	piece	High Lighter Pen	50.00	1,500.00
64	5	pack	Colored Paper - Assorted 100s	250.00	1,250.00
65	50	pack	Photo Paper, A4, 10s QUAFF	81.00	4,050.00
66	4	piece	Tape Dispenser	110.00	440.00
67	20	piece	Multi-Purpose Glue, 130g ELMERS	85.00	1,700.00
68	30	box	Paper Clip (vinyl/plastic coat, 48 mm)	30.00	900.00
69	30	box	Paper Clip (vinyl/plastic coat, 33 mm)	25.00	750.00
70	30	box	File Folder, Assorted Color, 8.5x13 inches	95.00	2,850.00
71	20	box	File Folder with Ring Binder	220.00	4,400.00
72	6	box	Laminating sheet, long, 100s/pack	1,000.00	6,000.00
73	4	box	Metal Tray Desk Organizer (legal size) 3 layer	1,000.00	4,000.00
			<i>for office supplies use</i>		

Total amount in words:	Two Hundred Fifty Thousand Eight Hundred Eighty Five Pesos Only	250,885.00
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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:

ENGR. JOSEPH V. ASCUTIA
Acting Governor

SOPHIE P. CALMATEO

Signature over printed name of Supplier

Date