

**PURCHASE ORDER**  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Regional Office III, City of San Fernando, Pampanga**

Supplier : MB PELAEZ SCHOOL AND OFFICE SUPPLIES  
 Address :66 MALIGAYA ST. SINDALAN, CITY OF SAN FERNANDO, PAMPANGA  
 TIN :

P.O. No. : 2022-09-514  
 Date : September 23, 2022  
 Mode of Procurement : BIDDING

Gentlemen/Ladies:

Please furnish this Office the following articles listed below in accordance with your quotation subject to the terms and conditions contained herein and on those listed in the RFQ Form:

Place of Delivery : DSWD FO III, Main Building, DMGC, CSFP

Delivery Term : October 13,2022

Date of Delivery : Based on Delivery Term

Payment Term : w/in 15-30 c.days

Stock/ Property No.	Unit	Description	Brand	Quantity	Unit Cost	Amount
<b>LOT B - OFFICE SUPPLIES</b>						
1	piece	BALLPEN, RETRACTABLE, Ball Point, Black, 0.5mm tip, Writing Performance: at least 2km	HBW Matrix	1,928	5.50	10,604.00
2	piece	BALLPEN, RETRACTABLE, Ball Point, Blue, 0.5mm tip, Writing Performance: at least 2km	HBW Matrix	201	5.50	1,105.50
3	piece	BALLPEN, RETRACTABLE, Ball Point, Green, 0.5mm tip, Writing Performance: at least 2km	HBW Matrix	50	5.50	275.00
4	piece	BALLPEN, RETRACTABLE, Ball Point, Red, 0.5mm tip, Writing Performance: at least 2km	HBW Matrix	211	5.50	1,160.50
5	pack	CABLE TIE, NYLON, White, 6 inches, 50pcs/pack	BESTGUARD	13	50.00	650.00
6	box	CLIP, BACKFOLD, size: 1 1/4 inch, 12pcs/box	DL	88	40.00	3,520.00
7	piece	CLIPBOARD, Plastic/Acrylic, Legal size, Assorted Colors	GENERIC	10	85.00	850.00
8	piece	CORRECTION TAPE, disposable, width: 5mm x 8m	JOY	694	25.00	17,350.00
9	box	CRAYONS, 24 Colors, Non-Toxic	KIDDY	12	65.00	780.00
10	piece	CUTTER KNIFE, Heavy Duty, Blade size: 5mm thick	JOY	5	45.00	225.00
11	piece	ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal	ADVENTURER	199	90.00	17,910.00
12	piece	ENVELOPE, PLASTIC, without handle, Transparent, Button type lock, Legal	GENERIC	120	15.00	1,800.00
13	box	FASTENER, PLASTIC, Asstd. Color, 7cm, 50 sets/box	JOY	43	40.00	1,720.00
14	piece	FLASH DRIVE, 64gb, Transfer Rate: 3.0	SANDISK	5	590.00	2,950.00
15	piece	FLASH DRIVE, 64gb, Type C, Transfer Rate: 3.1	SANDISK	3	675.00	2,025.00
16	pack	GLUE STICK, for Glue Gun, Small, 6 sticks/pack	GENERIC	112	30.00	3,360.00
17	bottle	GLUE, MULTI-PURPOSE, gross weight: 130 grams	ELMER'S	140	50.00	7,000.00
18	piece	ID CARDHOLDER WITH LANYARD, Horizontal	GENERIC	150	25.00	3,750.00
19	pack	LAMINATING FILM, A4 size, 125 microns, 20pcs/pack	LCT	15	130.00	1,950.00
20	set	MARKER, FLUORESCENT, CHISEL TIP, 3 Asst. colors per set, Writing Performance: at least 100meters	MIYAGI	120	51.00	6,120.00
21	piece	MARKER, PERMANENT, BROAD TIP, Black	PILOT	74	39.00	2,886.00
22	piece	MARKER, PERMANENT, FINE TIP, Black	PILOT	80	39.00	3,120.00
23	piece	MARKER, WHITEBOARD, Black	PILOT	66	59.00	3,894.00
24	box	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx	WELLS	110	13.00	1,430.00
25	box	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx	WELLS	85	27.00	2,295.00
26	piece	PAPER TRIMMER, Wood, 12 x 15 inches	MGK	1	850.00	850.00
27	box	PENCIL, WITH ERASER, No. 2, 12 pcs./box	MONGOL II	10	96.00	960.00

28	piece	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller	MEGA BOX	12	1,100.00	13,200.00
29	piece	PUNCHER, PAPER, heavy duty, two-hole, asstd. color	MGK	17	180.00	3,060.00
30	pack	PUSHPIN, Flathead type, assorted colors, 100pins/pack	JOY	10	39.00	390.00
31	box	RUBBER BAND, 70mm min lay flat length (#18)	TM	6	175.00	1,050.00
32	piece	SCISSORS, symmetrical, heavy duty, over-all length: 8"	JOY	64	55.00	3,520.00
33	piece	SIGNPEN, GEL TYPE, Liquid or Gel, Black, 0.5 mm, needle tip	MY GEL	2,903	24.00	69,672.00
34	piece	SIGNPEN, GEL TYPE, Liquid gel/ink, Green, 0.5 mm, needle tip	MY GEL	582	24.00	13,968.00
35	piece	SIGNPEN, GEL TYPE, Liquid gel/ink, Purple, 0.5 mm, needle tip	MY GEL	15	24.00	360.00
36	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Black, 0.5 mm, needle tip	ENERGEL	125	90.00	11,250.00
37	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Blue, 0.5 mm, needle tip	ENERGEL	29	90.00	2,610.00
38	bottle	STAMP PAD INK, purple or violet, 30ml	JOY	70	25.00	1,750.00
39	piece	STAPLE REMOVER, Heavy Duty, Metal, Plier Type	JOY	10	64.00	640.00
40	box	STAPLE WIRE, No.35, 5,000 pcs/box	WELLS	454	39.00	17,706.00
41	piece	STAPLER W/ REMOVER, Staple #35	JOY	52	110.00	5,720.00
42	pack	STICKY NOTES, FILM MARKER, 20 sheets per color, 7 Asstd Colors/pack	PRICELESS	268	38.00	10,184.00
43	piece	TAPE DISPENSER, Big, Assorted Color	ARMAK	8	160.00	1,280.00
44	roll	TAPE, DOUBLE-SIDED, w/ foam, width: 24mm	CROCO	7	85	595.00
45	roll	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm	ARMAK	169	34.00	5,746.00
46	roll	TAPE, DUCT, Silver, width: 48mm	ACURA	9	185.00	1,665.00
47	roll	TAPE, PACKAGING, width: 48mm	HAWK	20	39.00	780.00
48	roll	TAPE, TRANSPARENT, width: 24mm	ARMAK	190	19.00	3,610.00

Activity re:

PURCHASE OF 3RD QUARTER OFFICE/CONSUMABLE SUPPLIES FOR THE USE OF VARIOUS OFFICES/PROGRAMS CY 2022

(Total Amount in Words) Two Hundred Sixty Nine Thousand Two Hundred Ninety Six Pesos Only Grand Total 269,296.00

The DSWD Region III reserves the right to accept or reject any part of the items/services delivered which are not in accordance with the set specifications. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Moreover by affixing my signature in herein Purchase Order, I hereby agree with all the terms and conditions set forth herewith, and I understand that DSWD Field Office III implements the "NO MODIFICATION and NO EXTENSION POLICY".

For coordination and payment purposes, I allow DSWD Field Office III to reach me in the following information:

Name of Authorized Representative: RIA C. PELAEZ  
 Official Contact Number: 09303305180  
 Official Email Address: ria-g-pelaez@yahoo.com

Conforme:

RIA C. PELAEZ  
 Signature over Printed Name of Supplier  
SEPT. 30, 2022  
 Date

Very truly yours

JONATHAN V. DIRAIN  
 Signature of Authorized Official  
 Regional Director  
 Designation

Fund Cluster : 01  
 Funds Available : 269,296.00  
ANGELICA LAFUENTE  
 Signature of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 22-09-8078  
 Date of the ORS/BURS: 9/30  
 Amount : 269,296.00