



**PURCHASE ORDER
PHILIPPINE INFORMATION AGENCY**



Supplier **BAN BEE COMMERCIAL CO., INC.**
Address **856-858 Claro M. Recto Avenue, Binondo, Manila**

P.O. No. : **24-07-022**
Date : **30 July 2024**
Mode of Procurement: **NP-53.9-Small Value Proc**

Gentlemen:

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

Place of Delivery: **Property and Supply Section, PIA-Central Office**

Delivery Term : **15 - 30 days**

Date of Delivery : _____

Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and delivery of LOT 1 - Various Office Supplies			
bots		ALCOHOL, Ethyl, 500 mL, <i>Supreme</i>	143	60.00	8,580.00
pcs		SIGN PEN, Fine Tip, Blue, <i>0.5 My Gel</i>	276	28.00	7,728.00
packs		BATTERY, dry cell, size AA, <i>Kodak 2's</i>	103	55.00	5,665.00
cans		DISINFECTANT SPRAY, Aerosol, 400g (min), <i>Soibac</i>	34	380.00	12,920.00
kilos		RAGS	29	90.00	2,610.00
units		EXTERNAL HARD DRIVE, 1 TB portable storage with password protection, <i>Seagate</i>	16	3,700.00	59,200.00
pcs		FLASH DRIVE 16GB, USB version 3.0 plug and play, <i>Sandisk</i>	22	400.00	8,800.00
boxes		STAPLE WIRE, standard, <i>UK</i>	31	35.00	1,085.00
rolls		TAPE, masking, 48 mm, <i>TUFF</i>	37	70.00	2,590.00
rolls		TAPE, transparent, 48 mm, <i>TUFF</i>	3	35.00	105.00
rolls		TWINE, plastic	6	80.00	480.00
boxes		CLIP, backfold, 19mm, <i>JOY</i>	18	25.00	450.00
boxes		CLIP, backfold, 25mm, <i>JOY</i>	7	30.00	210.00
boxes		CLIP, backfold, 32mm, <i>JOY</i>	2	35.00	70.00
boxes		CLIP, backfold, 50mm, <i>JOY</i>	4	70.00	280.00
pcs		CORRECTION TAPE, 5mm x 8m, <i>JOY</i>	176	22.00	3,872.00
sets		FILE TAB DIVIDER, A4 (5 pcs. per set)	13	25.00	325.00
pcs		MARKER, Permanent, Black, <i>DIXON slanting tip</i>	13	20.00	260.00
pcs		MARKER, Whiteboard, Black, <i>DIXON slanting tip</i>	13	25.00	325.00
pcs		MARKER, Whiteboard, Blue, <i>DIXON slanting tip</i>	6	25.00	150.00
pcs		MARKER, Whiteboard, Red, <i>DIXON slanting tip</i>	15	25.00	375.00
- Page 1 of 2 -					
Purpose: For the official use of PIA Central Office and NC for the 1st Semester of 2024			REQUISITIONING OFFICE/DEPT: SIGNATURE REDACTED ATTY. JULIUS S. DE PERALTA Chief, Administrative Division		
Sub total				Php	116,080.00

(Sub total Amount in Words) One Hundred Sixteen Thousand Eighty Pesos Only

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.

Conforme:

Very truly yours,

DOMINGO L. FURING

Signature over Printed Name of Supplier

08 05 24

Date

**SIGNATURE
REDACTED**

WILSON T. BUERANO JR.

Signature over Printed Name of Authorized
Deputy Director-General
Designation

Fund Cluster : **101**

ORS/BURS No. : **02-10101-2024-06-1734**

Funds Available : **ONE HUNDRED FIFTY-EIGHT THOUSAND TWO HUNDRED FIFTY PESOS**

Date of the ORS/BURS: **01 AUG. 2024**

SIGNATURE REDACTED

Amount : **₱ 158,250**

ADELE RACHEL M. AQUINO

Agency Accountant
Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

Land Bank of the Philippines (LBP) Account Details:

ACCOUNT NAME: **BAN BEE COMMERCIAL CO., INC.**

BANK ACCOUNT NUMBER: **0012-1185-03**

BANK BRANCH: **Intramuros Branch**



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		Supply and delivery of LOT 1 - Various Office Supplies			
boxes		PAPER CLIP, vinyl/plastic coated, 33mm, Clip-Rite	11	13.00	143.00
pcs		PUNCHER, paper, heavy duty, with 2 hole guide, UK	11	225.00	2,475.00
boxes		RUBBER BAND No. 18, 350g, UK/Brite	4	145.00	580.00
pcs		STAMP PAD, felt, HBW	8	45.00	360.00
pads		NOTEPAD, stick-on, 76mm x 76mm (3" x 3"), Acura	14	25.00	350.00
reams		PAPER, MULTIPURPOSE A4, 70 gsm, Hard Copy	106	195.00	20,670.00
packs		PHOTO PAPER, A4, Glossy, 10s, Kodak	13	85.00	1,105.00
pcs		CERTIFICATE HOLDER, Blue, 8.5 x 11, Adventurer	45	40.00	1,800.00
pcs		GLUE STICK, All Purpose (22g), Elmer's	8	60.00	480.00
pcs		BALLPEN, Blue, flexStick 0.5	115	6.00	690.00
pcs		BALLPEN, Black, flexStick 0.5	47	6.00	282.00
boxes		FASTENER, PLASTIC, UK	14	35.00	490.00
pads		SIGN HERE, Sticker 1", DELI	5	130.00	650.00
reams		COPY PAPER, Letter size, 80 gsm, Hard Copy	29	205.00	5,945.00
reams		COPY PAPER, Long, Green, MORE Colored 80 gsm	6	525.00	3,150.00
pcs		TZe-221 Tape, Brother's label printer tape, laminated 9mm black on white tape (8m)	4	750.00	3,000.00

- Page 2 of 2 -

*** Nothing Follows ***

REQUISITIONING OFFICE/DEPT:

SIGNATURE REDACTED

Purpose: For the official use of PIA Central Office and NCR
for the 1st Semester of 2024

ATTY. JULIUS S. DE PERALTA

Chief, Administrative Division

Sub total **Php 42,170.00**

Grand Total **Php 158,250.00**

(Sub total Amount in Words) Forty-Two Thousand One Hundred Seventy Pesos Only

(Grand total Amount in Words) One Hundred Fifty-Eight Thousand Two Hundred Fifty Pesos Only

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.

Conforme:

Very truly yours,

DOMINGO L. FURING

Signature over Printed Name of Supplier

08 05 24

Date

**SIGNATURE
REDACTED**

WILSON T. BUERANO JR.

Signature over Printed Name of Authorized
Deputy Director-General
Designation

Fund Cluster : **101**

Funds Available : **ONE HUNDRED FIFTY-EIGHT THOUSAND
TWO HUNDRED FIFTY PESOS**

SIGNATURE REDACTED

ADELE RACHEL M. AQUINO

Agency Accountant

Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

ORS/BURS No. : **02-10101-2024-05-1472**

Date of the ORS/BURS: **01 AUG. 2024**

Amount : **₱ 158,250**

Land Bank of the Philippines (LBP) Account Details:

ACCOUNT NAME: **BAN BEE COMMERCIAL CO., INC.**

BANK ACCOUNT NUMBER: **0012-1185-03**

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