



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**CORDILLERA ADMINISTRATIVE REGION**  
 Betag La Trinidad, Benguet  
 Telefax Number: (074) 304-3122



**PURCHASE ORDER**

Supplier: <b>OFFICETECH GENERAL MERCHANDISE</b>	P.O. No. <b>NP-2020-09-16-001</b>
Address: <b>Epiphany Compound, Km. 5, Betag, La Trinidad, Benguet</b>	Date: <b>September 16, 2020</b>
TIN: _____	Mode of Procurement: <b>Shopping B</b>

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

Place of Delivery: <b>Betag, La Trinidad, Benguet. BFP-Regional Office</b>	Delivery Terms: <b>15 days upon receipt of Purchase Order</b>
--	---

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	Bot	HP GT 51 Black	30	340.00	10,200.00
2	Bot	HP GT 52 Cyan	15	340.00	5,100.00
3	Bot	HP GT 52 Magenta	15	340.00	5,100.00
4	Bot	HP GT 52 Yellow	15	340.00	5,100.00
5	pcs	Sign Pen Black, Liquid ink 0.5mm needle top	150	25.00	3,750.00
6	pcs	Sign Pen Green, Liquid ink 0.5mm needle top	10	25.00	250.00
7	pcs	Sign Pen Violet, Liquid ink 0.5mm needle top	10	25.00	250.00
8	pcs	Sign Pen Blue, Liquid ink 0.5mm needle top	10	25.00	250.00
9	box	Ballpoint pen ink, 0.5mm Black by 10's	10	700.00	7,000.00
10	packs	Folder Legal, 100pcs/pack	10	225.00	2,250.00
11	pcs	Puncher, heavy duty, two (2) holes	30	88.00	2,640.00
12	pcs	Record book, 300 pages	5	95.00	475.00
13	pcs	Duct Tape, 25mm x 10m	1	1,200.00	1,200.00
14	box	Brown Envelope, Legal 500 pcs	200	46.00	9,200.00
15	pcs	Clearbook Legal size (20) pages	15	40.00	600.00
16	box	Fastener, plastic prongs	20	80.00	1,600.00
17	packs	Battery Dry Cell A4, 4pcs/pack			

Total amount in words: <b>Fifty Five Thousand Two Hundred and Fifteen Pesos Only (Php 55,215.00)</b>	<b>TOTAL</b>	<b>55,215.00</b>
--	--------------	------------------

In case of failure to make 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

Very truly yours

**SSUPT RODERICK ESTEBAN B. RAMIREZ, MD**  
 Authorized Official

Conforme:   
 Signature over Printed Name of Supplier  
 Date: **9/18/20**

Funds Available: <b>NUP Rachel B. Panner</b> Chief, Acctg Division, BFP - CAR	OBR No. <b>2020-09-0358</b>
	Amount <b>55,215.00</b>