

DPG-SEP

PGSO-016-1



Republic of the Philippines  
**PURCHASE ORDER**  
Province of La Union



12-15

Supplier: GEN-GLO OFFICE AND SCHOOL SUPPLIES TRADING  
Address: Bacnotan, La Union

for OPG use only  
PO No. 2023-12-15-013  
Date: 12-15-2023  
Mode of Procurement: \_\_\_\_\_  
PR No/s. \_\_\_\_\_

Gentlemen:

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

Place of Delivery: OPPDC Delivery Term: FOB  
Date of Delivery: WITHIN 30 DAYS UPON THE RECEIPT OF THE PO Payment Term: n/30

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	rms	175	Multi Copy Paper, A4, 8 1/4" x 11 3/4", 70 gsm.Subs. 20	325.00	P 56,875.00
2	rms	175	Multi Copy Paper, Legal, 8 1/4" x 11 3/4", 70 gsm.Subs. 20	326.00	P 57,050.00
3	btls	75	Printer Ink System L003 (Black)	326.00	P 24,450.00
4	btls	75	Printer Ink System L003 (Magenta)	326.00	P 24,450.00
5	btls	75	Printer Ink System L003 (Cyan)	326.00	P 24,450.00
6	btls	75	Printer Ink System L003 (Yellow)	326.00	P 24,450.00

Amount in Words: Two Hundred Forty Eight Thousand One Hundred Pesos Only TOTAL **\*\*P211,725.00\*\***

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent of every day of delay shall be imposed.  
Very truly yours,

Conforme:

MARY ANN R. AGUILAN  
Signature over printed name  
Supplier/Contractor  
1-15-24  
Date

RAPHAELLE VERONICA ORTEGA-DAVID  
Provincial Governor

Requisition Office/Department

RAPHAELLE VERONICA ORTEGA-DAVID  
Provincial Governor