PURCHASE ORDER
NATIONAL HOUSING AUTHORITY

Agency

Supplier:	UK OFFICE INCORPORATED	PO NO.	QCDO - 2021 - 007
Address:	558 PLAZA LORENZO RUIZ, Manila, Metro Manila, NCR, Philippines	Date:	December 31, 2021
TIN:	200-671-947-000	Mode of Procurement:	Small Value Procurement

Gentlemen:

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

Place of Delivery:	NHA, QUEZON CITY DISTRICT OFFICE, EAST SECTOR 1 Elliptical Road, Diliman, Quezon City	Delivery Term:	Ten (10) working days
Date of Delivery:		Payment Term:	Full Payment/Check

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	bottle	Alcohol, Ethyl, 68%-72%, 500ml	30	88.00	2,640.00
	box	Clip, backfold, 50mm	50	55.00	2,750.00
	box	Clip, backfold, 32mm	50	22.00	1,100.00
	pcs	Correction Tape, 8m	100	20.50	2,050.00
	box	Envelope, Mailing	1	210.00	210.00
	box	Fastener, metal non-sharp edges	50	55.00	2,750.00
	pack	Folder, L-type, Legel	100	60.00	6,000.00
	pcs	Marker, permanent blue, bullet type	50	33.50	1,675.00
	pcs	Marker, permanent black, bullet type	50	33.50	1,675.00
	pad	Notepad, Stick on, 76mm x 100mm (33"x4")	50	23.00	1,150.00
	box	Paper Clip, vinyl/plastic coated, 33mm	100	7.00	700.00
	box	Paper Clip, vinyl/plastic coated, 50mm	100	17.00	1,700.00
	reams	Paper, Multi-Copy, A4 80gsm	150	178.00	26,700.00
	reams	Paper, Multi-Copy, Legal, 80gsm	150	202.00	30,300.00
	box	Pencil, Lead with Eraser	30	75.00	2,250.00
	box	Staple Wire, standard	30	25.00	750.00
	pcs	Sign Pen, Blue	50	17.50	875.00
	pcs	Surgical Mask	500	1.50	850.00
	pack	Trashbag, GGP specs, black 940mm x 1016mm	10	5.15	51.50
	box	Computer Continuous Form, 1 ply , 280 x 378mm 9.5x11	7	772.00	5,404.00
	box	Computer Continuous Form, 2 ply, 280 x 241mm 9.5x11	7	863.00	6,041.00

Total Amount in Words: Ninety Seven Thousand Six Hundred Twenty One and 50/100 Only **P 97,621.50**

a 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.

Conforme:

BLESSIE P. ENCILA
Signature over printed name of supplier

3/11/22
Date

MONN ALEXANDER ONG
Chairperson, ESROBAC/ Officer-In-Charge, PMMDO

KRISTIANSEN T. GOTIS
Officer-In-Charge, NCR - East Sector

Funds Available: ₱ 97,621.50

EFREN J. BUGO JR.
Chief Corporate Accountant A

ALOBS No. : _____

Amount : _____