



**Civil Aviation Authority of the Philippines
PURCHASE ORDER**

Supplier: NEWTOWN MERCHANDISING, INC.	PO No.: 2022-07-055
Address: 24 Quezon St., Iloilo City	Date: 7/29/2022
TIN: 000-199-155-000	Mode of Procurement: SVP

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

Place of Delivery: CAAP, Iloilo Airport	Delivery Term: 15 CD
	Mode of Payment: Check

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Arch file (dar Arch file (dark blue, landscape, 3 hole, 1")	5	275.00	1,375.00
2	pc	Arch file (dar Arch file (dark blue, landscape, 3 hole, 2")	5	310.00	1,550.00
3	pc	Arch file (dar Arch file (dark blue, portrait, 3 hole, 2")	30	327.00	9,810.00
4	pc	Arch File Lo Arch File Long, 2 Holes, Landscape	296	253.00	74,888.00
5	pc	Arch File Lo Arch File Long, 2 Holes, Portrait	10	275.00	2,750.00
6	pc	Arch File A4 Arch File A4, 2 holes, portrait	10	275.00	2,750.00
7	pc	Document File Box, hardbound,	5	125.00	625.00
8	pc	Document/File Box Double, data file box made of chipboard	4	195.00	780.00
9	pc	Document/File Box Single, data file box made of chipboard	4	125.00	500.00
10	pc	Ballpen 0.5 mm Black (super fine, ball point pen, retractable; hard plastic cover, an write 2 to 3 kilometers before the ink runs out)	180	25.00	4,500.00
11	pc	Ballpen 0.5 mm Blue (super fine, ball point pen, retractable; hard plastic cover, an write 2 to 3 kilometers before the ink runs out)	120	25.00	3,000.00
12	pc	Ballpen 0.5 mm Red (super fine, ball point pen, retractable; hard plastic cover, an write 2 to 3 kilometers before the ink runs out)	30	25.00	750.00
13	box	Binder Clips 3/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	27.00	270.00
14	box	Binder Clips 1 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	40.00	400.00
15	box	Binder Clips 2 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	90.00	900.00
16	reams	Bond Paper , Bond Paper A3			-
17	reams	Bond Paper , Bond Paper A4 20gsm 500 sheets per ream	200	250.00	50,000.00
18	reams	Bond Paper long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	120	295.00	35,400.00
19	reams	Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	50	235.00	11,750.00
20	pc	Brown Envel Brown Envelope A4	50	4.50	225.00
21	pc	Calculator; 2 digits display, Front Panel Metal Coating, Battery power Big Display, Memory Functions, Up to 4 Decimal Support, High Quality Plastic Construction and Keys, OFF Key, Double Zero with Rounding Function Support, Dimensions (WxLxH): 192 x 147 x 42 mm	3	650.00	1,950.00
22	pc	Clear Book (Clear Book (long)	3	180.00	540.00
23	pack	Clear Book Refill (long/ 10pc per pack)	10	69.00	690.00
24	pc	Clip Board w Clip Board w/ cover Royal Blue	3	85.00	255.00
25	pc	Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m	100	35.00	3,500.00

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26	pc	Cutter	10	355.00	3,550.00
27	pc	Desk Organ: Desk Organizer steel 3 layers	1	630.00	630.00
28	roll	Double Sided Tape; Strong double-sided from tape. Foam type. Use for most type of walls, Ideal for mounting, picture,	5	370.00	1,850.00
29	roll	Double Sided Double Sided Tape; ordinary, 1"	30	40.00	1,200.00
30	pc	Expanded Envelopes Expanded Envelop, long, green	100	25.00	2,500.00
31	pc	Rubber Eraser; Comfort quality for high-quality erasing performance Minimal crumbling, Protective cellophane wrapper with practical tear-and-open strip, Sliding sleeve for convenient handling, Phthalate and latex free, 43 x 19 x 13 mm	5	32.00	160.00
32	pc	Folder clip b Folder clip board, maroon, blue	6	90.00	540.00
33		Folder, white Folder, white, long	300	7.50	2,250.00
34	bottle	Glue, 130 gr Glue, 130 gms	5	65.00	325.00
35	pc	Glue Gun (1/2)	1	370.00	370.00
36	pc	Glue Gun (1/4)	1	220.00	220.00
37	pc	Stick Glue, 1/2, 1/4	20	17.00	340.00
38	pc	Highlighter, green, yellow	12	45.00	540.00
39	pc	Mailing Envelope (Long)	300	0.70	210.00
40	roll	Masking Tape 2"x 20 yards	8	45.00	360.00
41	pad	Memo Pads Colored 3x3	10	80.00	800.00
42	pad	Memo Pads Colored 3x4	10	85.00	850.00
43	pad	Memo Pads Colored 3x5	10	116.00	1,160.00
44	reams	Mimeographing Paper, Long, Newsprint, ordinary	30	160.00	4,800.00
45	box	Paper Clips (Big) 50mm	10	35.00	350.00
46	box	Paper Clips (Small) 33mm	10	16.00	160.00
47	box	Paper Fastener (Plastic)	20	48.50	970.00
48	pc	Pencil #1	30	9.50	285.00
49	pc	Plastic Envelope (long)	20	45.00	900.00
50	pc	Plastic Envelope (short)	5	35.00	175.00
51	pad	Sticky Note Pad, 2 x 1.5	15	32.00	480.00
52	pad	Sticky Note Pad, 3x3	15	38.00	570.00
53	pad	Sticky Note Pad, 3x4	15	48.00	720.00
54	pc	Scissors, stainless heavy duty	6	58.00	348.00
55	roll	Clear Tape 1"x 100m	10	50.00	500.00
56	pc	Sign pen Black 0.3, smooth, gel ink	20	36.75	735.00
57	pc	Sign pen Blue 0.3, smooth, gel ink	20	36.75	735.00
58	pc	Sign pen Black 0.5, smooth, gel ink	20	28.50	570.00
59	pc	Sign pen Blue 0.5, smooth, gel ink	20	28.50	570.00
60	pc	Sign pen Black 0.7, smooth, gel ink	20	28.50	570.00
61	pc	Sign pen Blue 0.7, smooth, gel ink	5	28.50	142.50



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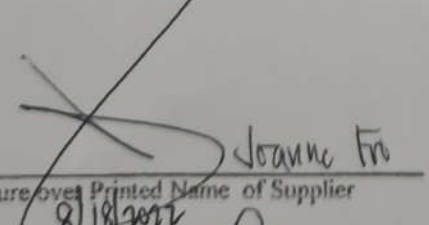
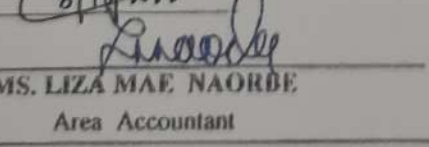
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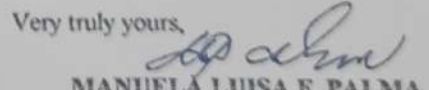
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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
62	pack	Signature Post it (Sign Here Colored)	80	230.00	18,400.00
63	pack	Special Paper/Certificate Paper A4 White	10	55.00	550.00
64	pc	Stapler #35; Stapler with Remover, Staple Size: 24/6 26/6 (No.35) Can use with Staple no. 35, Stapling up to 20sheets of 20lb paper 100% Good Quality Stapler for Long Lasting use, With Staple Remover for easy removing of Staples, For home and Office Use	3	1,360.00	4,080.00
65	packs	Sticker Paper, A4	20	55.00	1,100.00
sub-total, Office Supplies					264,723.50
66	set	Audio Recorder with external SD Card (File transferable to PC)	1	7,090.00	7,090.00
67	pc	Epson 001 Black	12	720.00	8,640.00
68	pc	Epson 003 Yellow	6	470.00	2,820.00
69	pc	Epson 003 Cyan	6	470.00	2,820.00
70	pc	Epson 003 Magenta	6	470.00	2,820.00
71	pc	External Hard Drive (1 TB)	1	4,520.00	4,520.00
72	pc	Flash Drive 32g	10	680.00	6,800.00
73	pc	HP Cartridge #678 (Colored)	12	720.00	8,640.00
74	pc	HP Cartridge #678 (Black)	12	720.00	8,640.00
75	pc	HP Cartridge #704 (Black)	36	740.00	26,640.00
76	pc	HP Cartridge #704 (Colored)	36	740.00	26,640.00
77	pc	LCD Cleaner	4	360.00	1,440.00
78	pc	Computer Mouse	3	580.00	1,740.00
79	pc	UPS	3	2,850.00	8,550.00
sub-total, IT Supplies					117,800.00

Total Amount in words **Three Hundred Eighty-Two Thousand Five Hundred Twenty-Three & 50/100 Pesos** **382,523.50**
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 everyday of delay shall be imposed.

Conforme: 
 Signature over Printed Name of Supplier
 Date: 8/18/2022
 Funds Available: 
MS. LIZA MAE NAORBE
 Area Accountant

Very truly yours,

MANUELA LUISA F. PALMA
 Airport Manager I
 Authorized Official

BUR No.: 2022-07-0308
 Amount: 382,523.50

