



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

Supplier: NEWTOWN MERCHANDISING, INC. PO No.: 2023-03-015  
 Address: 24 Quezon St., Brgy. Sampaguita, Iloilo City Date: 3/21/2023  
 TIN: 000-199-155-000 Mode of Pro: 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: 15CD  
 Mode of Payment: Check

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Ballpen 0.5 mm Black (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	100	8.50	850.00
2	pcs	Ballpen 0.5 mm Blue (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	100	8.50	850.00
3	boxes	Binder Clips 3/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	28.50	285.00
4	boxes	Binder Clips 1 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	10	34.50	345.00
5	packs	Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm	20	172.00	3,440.00
6	reams	Bond Paper A4 20gsm 500 sheets per ream	100	322.00	32,200.00
7	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	70	360.00	25,200.00
8	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	70	305.00	21,350.00
9	pcs	Brown Envelope long	80	4.35	348.00
10	pcs	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	4	550.00	2,200.00
11	boxes	Carbonless Paper (3ply 11x9 1/2)	2	1,540.00	3,080.00
12	boxes	Carbonless Paper (3ply 13x9 1/2)	2	1,380.00	2,760.00
13	boxes	Carbonless Paper (2ply 11x9 1/2)	1	1,670.00	1,670.00
14	boxes	Carbonless Paper (2ply 13x9 1/2)	2	1,550.00	3,100.00
15	packs	Certification Paper A4, white	30	46.00	1,380.00
16	pcs	Clip Board w/ cover Royal Blue	10	86.20	862.00





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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
17	pcs	Correction Tape, no waiting, fast and clean, write over immediately, 5mm x 8m	50	40.50	2,025.00
18	pcs	Cutter	10	63.00	630.00
19	rolls	Double Sided Tape; ordinary, 1"	20	43.00	860.00
20	rolls	Double Sided Tape; Strong double-sided from tape. Foam type, Use for most type of walls, Ideal for mounting, picture, posters, and signs without nails. Also available foam tape with oil base for non stick and easy to cut the tape. 25mmx25mm	20	390.00	7,800.00
21	pcs	Expanded Folder long (Red)	50	57.50	2,875.00
22	pcs	Expanded Envelop long (Red)	50	23.00	1,150.00
23	pcs	Expanded Envelop long (Yellow)	50	23.00	1,150.00
24	pcs	Highlighter (Yellow)	20	51.75	1,035.00
25	pcs	Highlighter (Orange)	15	51.75	776.25
26	rolls	Laminating Film A3, easy to operate on laminating machines, shorter operation time and labor savings, strong, versatile and lightweight and ideal for use with all types of print, low melt adhesive coating inside; good resistance to scuff, scratch and tear, gloss finish 250 microns	2	1,895.00	3,790.00
27	boxes	Mailing Envelope (Long), 500s/box	2	430.00	860.00
28	pcs	Filing Folder white short	30	7.50	225.00
29	pcs	Filing Folder white long	30	8.50	255.00
30	pads	Memo Pads Colored 3x3	30	86.20	2,586.00
31	pads	Memo Pads Colored 3x4	30	120.00	3,600.00
32	reams	Mimeographing Paper, long, ordinary	20	287.00	5,740.00
33	boxes	Paper Clips (Big) 50mm	10	35.00	350.00
34	boxes	Paper Clips (Small) 33mm	10	28.00	280.00
35	boxes	Paper Fastener (Plastic)	10	55.00	550.00
36	pcs	Pencil #1	20	15.00	300.00
37	packs	Photo Paper, Glossy, A4	20	105.00	2,100.00
38	pad	Post it 2 x 1.5	30	23.00	690.00
39	pad	Post it 3x3	30	40.00	1,200.00
40	pad	Post it 3x4	30	57.50	1,725.00
41	box	Push Pin	3	46.00	138.00
42	roll	Tape, transparent, 1"	30	35.00	1,050.00
43	pc	Sign pen Black 0.4 My gel	50	40.00	2,000.00
44	pc	Sign pen Black 0.7 My gel	50	35.00	1,750.00
45	pack	Signature Post IT	50	60.00	3,000.00
46	pc	Staepler #35	2	435.00	870.00
47	pc	Stamp Pad	3	63.00	189.00





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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
48	box	Staple Wire #35	30	55.00	1,650.00
49	pack	Sticker Paper, matte, A4	50	63.00	3,150.00
50	pc	Plastic Ring Binder 10mm, 3/8 in, Black	15	15.00	225.00
51	pc	Plastic Ring Binder 12mm, 1/2 in, Black	15	20.00	300.00
52	pc	Plastic Ring Binder 20mm, 3/4 in, Black	15	34.50	517.50
53	pc	Plastic Ring Binder 25mm, 1 in, Black	15	50.00	750.00
		sub total, Office Supplies			<b>158,061.75</b>
54	pc	HP CE 320A (black)	1	6,500.00	6,500.00
55	pc	HP CE 321A (Cyan)	1	6,200.00	6,200.00
56	pc	HP CE 322A (Yellow)	1	6,200.00	6,200.00
57	pc	HP CE 323A (Magenta)	1	6,200.00	6,200.00
		sub total, IT Supplies			<b>25,100.00</b>

Total Amount in words **One Hundred Eighty-Three Thousand One Hundred Sixty-One & 75/100 Pesos Only** 183,161.75

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.

Very truly yours,  
  
**MANUELA LUISA F. PALMA**  
 Airport Manager I  
 Authorized Official

Signature over Printed Name of Supplier  
  
 Date: 3/21/23

MS. LIZA MAE NAORBE  
 Area Accountant

BUR No.: 2023-03-0086  
 Amount: ₱ 183,161.75 -