



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



Supplier: **NEW ILOILO IZEEM COMMERCIAL** PO No.: **2024-03-013**  
**SUMMIT INC.**  
 Address: **Mabini Street, Iloilo City** Date: **3/11/2024**  
 TIN: **737-452-086-000** 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	packs	Acetate, long, 200 micron, 100/pack	5	445.00	2,225.00
2	pcs	Arch file (landscape) legal size; various color: Royal Blue, Navy Blue, Black, Maroon	200	89.00	17,800.00
3	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	5.00	500.00
4	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	50	5.00	250.00
5	boxes	Binder Clips 3/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	50	11.00	550.00
6	boxes	Binder Clips 1 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	50	17.00	850.00
7	boxes	Binder Clips 1 5/8 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	50	37.00	1,850.00
8	boxes	Binder Clips 2 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	50	60.00	3,000.00
9	packs	Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm	50.00	56.00	2,800.00
10	reams	Bond Paper A4 20gsm 500 sheets per ream	200.00	197.00	39,400.00
11	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	120.00	223.00	26,760.00
12	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	100.00	188.00	18,800.00
13	pcs	Brown Envelope long	500.00	2.00	1,000.00
14	boxes	Carbon Paper, Blue, Long, 100Sheets/box	6.00	700.00	4,200.00
15	pcs	Clip Board w/ cover Royal Blue	30.00	76.00	2,280.00
16	pcs	Correction Tape, no waiting, fast and clean, write over	96.00	16.00	1,536.00
17	pcs	Document Box Single, Hardbound without cover, Royal blue, landscape	20.00	95.00	1,900.00
18	pcs	Document Box Double, Hardbound with cover, Royal blue, landscape	10.00	245.00	2,450.00
19	rolls	Double Sided Tape; ordinary, 1"	36.00	22.00	792.00
20	rolls	Double Sided Tape; Strong double-sided from tape.	24.00	94.00	2,256.00
21	pcs	Expanded Folder long (Red)	200.00	11.00	2,200.00
22	pcs	Expanded Envelop long (Red)	200.00	13.00	2,600.00
23	pcs	Expanded Envelop long (Yellow)	200	13.00	2,600.00
24	pcs	ID Case, Soft Card Holder 54x85mm, 54x90mm, Horizontal	1000	6.00	6,000.00

CAAP-ACVI-SUP-005  
 Revision No.: 1  
 Revision Date: June 3, 2021



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25	pcs	Filing Folder white short	400	4.00	1,600.00
26	pcs	Filing Folder white long	2000	5.00	10,000.00
27	boxes	Mimeographing Paper, long, ordinary, 10 reams/box	8	1,240.00	9,920.00
28	boxes	Mimeographing Paper, long, yellow, 10 reams/box	2	1,050.00	2,100.00
29	rolls	Packing Tape, Brown, 2" x 100m	30	46.00	1,380.00
30	boxes	Paper Clips (Big) 50mm	50	22.00	1,100.00
31	boxes	Paper Clips (Small) 33mm	50	10.00	500.00
32	boxes	Paper Fastener (Plastic)	36	33.00	1,188.00
33	packs	Photo Paper, Glossy, A4	10	54.00	540.00
34	pcs	Plastic Envelope (Long)	100	7.00	700.00
35	roll	Tape, transparent, 1"	50	20.00	1,000.00
36	pcs	Record Book 300 Pages	10	66.00	660.00
37	pcs	Record Book 500 Pages	15	87.00	1,305.00
38	boxes	Rubber Band, Big	5	156.00	780.00
39	pcs	Sign pen Black 0.4 My gel	120	29.00	3,480.00
40	pcs	Sign pen Blue 0.4 My gel	36	29.00	1,044.00
41	pcs	Sign pen Black 0.7 My gel	24	20.00	480.00
42	pcs	Sign pen Blue 0.7 My gel	24	20.00	480.00
43	pack	Signature Post IT	60	30.00	1,800.00
44	boxes	Staple Wire #35	50	39.00	1,950.00
45	pack	Sticker Paper, matte, A4	50	50.00	2,500.00
46	pcs	Whiteboard marker Black	24	25.00	600.00

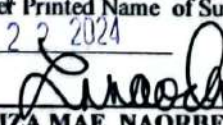
**SIGN HERE**

Total Amount in words **One Hundred Eighty-Nine Thousand Seven Hundred Six Pesos Only** **189,706.00**

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

Conforme:   
 Signature over Printed Name of Supplier  
 Date: MAR 22 2024

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

Funds Available:   
**MS. LIZA MAE NAORBE**  
 Area Accountant

BUR No.: 2024-03-0070  
 Amount: ₱189,706.-

