



PURCHASE ORDER CLARK INTERNATIONAL AIRPORT CORPORATION

Corporate Office Building., Civil Aviation Complex
Clark Freeport Zone, Pampanga, Philippines 2023



Management System
ISO 9001:2015



www.tuv.com
ID 9105058005

Supplier: NOTEPAD OFFICE SUPPLIES AND EQUIPMENT TRADING
Address: Angeles City
TIN: _____

P.O. No. 20930
Date: 16-Jan-25
Mode of Procurement: Small Value

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

Place of Delivery: CLARK INTERNATIONAL AIRPORT CORP.
Date of Delivery: BURN / thru tel. no. 599-2888 loc. 705
Pls. notify _____

Delivery Term: 30 days
Payment Term: CIAC 25-01-002A,B,C
RIS No.: 11

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|------|--|----------|-----------|----------|
| 25 | pcs | Post it, Note-Arrow (with signature) | 100 | 20.00 | 2,000.00 |
| 26 | pck | Ballpen (black) | 100 | 4.00 | 400.00 |
| 27 | roll | Ballpen (blue) | 50 | 4.00 | 200.00 |
| 28 | roll | Binder clips, Double Clips, Backfold, 1" (24mm), Black | 50 | 18.00 | 900.00 |
| 29 | pck | Binder clips, Double Clips, Backfold, 1-1/4" (32mm), Black | 50 | 30.00 | 1,500.00 |
| 30 | pcs | Brown Envelope, Documentary, A4 | 200 | 1.90 | 380.00 |
| 31 | pcs | Brown Envelope, Documentary, Long | 500 | 2.00 | 1,000.00 |
| 32 | box | Expanding envelope, w/ Garter | 500 | 10.00 | 5,000.00 |
| 33 | box | Glue all purpose, Bottle | 30 | 25.00 | 750.00 |
| 34 | pcs | Index tab, Clear color | 30 | 85.00 | 2,550.00 |
| 35 | pcs | Marking pen, Permanent black | 50 | 35.00 | 1,750.00 |
| 36 | pcs | Marking pen, Whiteboard marker, black | 30 | 29.00 | 870.00 |
| 37 | pcs | Morocco board, Specilaty Paper, A4 (color white & blue) | 50 | 35.00 | 1,750.00 |
| 38 | box | Post it notepad, 3" x3" | 50 | 25.00 | 1,250.00 |
| 39 | pcs | Post it notepad, 3" x 4" | 50 | 28.00 | 1,400.00 |
| 40 | pcs | Paper clip, Vinyl, small (30mm) | 30 | 10.00 | 300.00 |
| 41 | pck | Paper Fastener, plastic | 50 | 30.00 | 1,500.00 |

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Summary:

| | | |
|--------------|------------|-------------------|
| PO 20929 | Php | 97,000.00 |
| PO 20930 | Php | 23,500.00 |
| Total | Php | 120,500.00 |

**VAT Inclusive

(Total Amount in Words) **TWENTY THREE THOUSAND FIVE HUNDRED PESOS ONLY** 23,500.00

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 every day of delay shall be imposed.

Conforme: John Cornelio C. Macapagal
Signature over Printed Name of Supplier
01-24-2025
Date

\$ 23,500.00
CIAC - Treasury Div.
Funds Available

Very Truly yours,
ATTY. CYNTHIA C. DUNGCA
Authorized Official

PD Control # 25-01-001 CSE A,B,C

Funds Available _____
Chief Accountant

ALOBS No.: _____
Amount: _____