

**PURCHASE ORDER  
CENTRAL MINDANAO UNIVERSITY**

Supplier: <b>J4 MARKETING</b> Address: Cagayan De Oro City TIN:	PO No: STF-22-SV-1114 Date: 12/02/2022 Mode of Procurement: <b>SMALL VALUE</b>
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Gentleman/Madam:

Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: CMU-Supply Office, Musuan Bukidnon  
 Date of Delivery: \_\_\_\_\_  
 Delivery Term: Within Thirty (30) working days from the receipt by the supplier of Notice to Proceed (NTP)  
 Payment Term: \_\_\_\_\_

ITEM NO	UNIT	DESCRIPTION	QUANTIT	UNIT COST	AMOUNT
1	roll	Aluminum Duct Tape, 2 inches	2	150.00	300.00
2	piece	Ballpen, Black (0.5mm)	168	10.00	1,680.00
3	piece	Ballpen, Blue (0.5mm)	168	10.00	1,680.00
4	piece	Ballpen, Red (0.5mm)	10	10.00	100.00
5	ream	Bookpaper, white, short, 70 gsm	7	160.00	1,120.00
6	ream	Certificate Paper, (short)	1	450.00	450.00
7	pad	Yellow Pad	4	45.00	180.00
8	piece	Basin, Plastic (Big Heavy Duty	3	330.00	990.00
9	piece	Basin, stainless (Medium	4	100.00	400.00
10	piece	Dishwashing liquid, 500 ml	2	50.00	100.00
11	piece	Dishwashing paste (big)	2	30.00	60.00
12	piece	Pail, medium, 30 liters capacity	2	300.00	600.00
13	pairs	Rubber boots (size 10)	2	250.00	500.00
14	pairs	Rubber boots (size 9)	2	250.00	500.00
15	btl	Universal Ink, 100ml blk	6	196.45	1,178.70
16	btl	Universal Ink, 100ml cyan	6	196.45	1,178.70
17	btl	Universal Ink, 100ml magenta	6	196.45	1,178.70
18	btl	Universal Ink, 100ml yellow	6	196.45	1,178.70
19	btl	Hand sanitizer, 500mL	1	174.14	174.14
20	gal	Alcohol, ethyl 68%-72%, scented, 3.785 liters	3	526.24	1,578.72
21	btl	Alcohol, isopropyl, 68%-72%, 500mL, (-5mL)	2	50.12	100.24
22	pad	Notepad, stick on, 50mm x 76 mm (2"x3") min	3	42.62	127.86
23	pad	Notepad, stick on, 76mm x 100mm (3" x 4") min	4	68.17	272.68
24	pad	Notepad, stick on, 76mm x 76mm (3"x 3") min	3	54.89	164.67
25	piece	Notebook, stenographer, spiral, 40 leaves	12	13.85	166.20
26	ream	Paper, Multicopy, 80gsm size:210mm x 297mm	9	196.14	1,765.26
27	book	Record Book, 300 pages, size 214mm x 278mm min	10	81.33	813.30
28	book	Record Book, 500 pages, size: 214mm x 278 mm min	6	117.21	703.26
29	pack	Toilet Tissue paper , 2 ply, 100% recycled	6	100.51	603.06

30	pack	Tissue, Interfolded paper towel	1	40.07	40.07
31	pack	Battery, dry cell, AA, 2 pieces per blister pack	2	41.75	83.50
32	pack	Battery, dry cell, AAA, 2 pieces per blister pack	2	22.69	45.38
33	jar	Glue, all purpose, gross weight: 200 grams min	4	71.42	285.68
34	box	Staple wire, for heavy duty staplers, (23/13)	1	22.72	22.72
35	box	Staple wire, standard (26/6)	2	24.25	48.50
36	roll	Tape, Masking width: 24mm (±1mm)	1	62.79	62.79
37	roll	Tape, Packaging, width: 48mm (±1mm)	1	22.97	22.97
38	roll	Twine, plastic one (1) kilo per roll	4	66.98	267.92
39	piece	Ruler, plastic, 450mm (18") width:38mm min	1	20.33	20.33
40	piece	Detergent bar 140 grams as packed	1	10.38	10.38
41	pack	Detergent powder, all purpose 1 kg	6	43.04	258.24
42	can	Disinfectant spray, aerosol type, 400-550 grams	1	148.30	148.30
43	pack	Trashbag, gpp specs, black, 940mmx1016mm	2	154.88	309.76
44	piece	Protective safety goggles	2	179.40	358.80
45	piece	Surgical gown	1	344.45	344.45
46	piece	Head cover, disposable	10	2.99	29.90
47	piece	Nitrile Gloves	240	3.53	847.20
48	piece	Premium latex gloves	20	5.77	115.40
49	piece	Surgical mask, 3 ply	280	16.15	4,522.00
50	piece	KN95 Face mask	20	119.60	2,392.00
51	piece	Flash drive, 16gb capacity	20	192.56	3,851.20
52	UNIT	Mouse, wireless usb	1	177.10	177.10
53	box	Clip, backfold, all metal, clamping: 19mm (-1mm)	2	10.41	20.82
54	box	Clip, backfold, all metal, clamping: 25mm (-1mm)	3	17.56	52.68
55	box	Clip, backfold, all metal, clamping: 32mm (-1mm)	4	23.92	95.68
56	box	Clip, backfold, all metal, clamping: 50mm (-1mm)	2	55.02	110.04
57	piece	Correction tape, film base type UL 6 m min	3	16.12	48.36
58	piece	Data File Box, made in chipboard, with closed ends	8	88.78	710.24
59	piece	Data folder, made in chipboard, taglia lock	4	78.94	315.76
60	piece	Envelope, expanding, plastic, 0.50mm thickness min	6	35.06	210.36
61	piece	File Organizer, expanding, plastic, 12 pockets	7	98.95	692.65

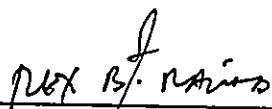
62	piece	Marker whiteboard, black, felt tip, bullet type	19	15.39	292.41
63	piece	Marker whiteboard, blue, felt tip, bullet type	21	15.39	323.19
64	piece	Marker, permanent, bullet type black	18	10.33	185.94
65	box	Paper, clip, vinyl/plastic coat, length:50mm min	1	19.71	19.71
66	box	Pencil, lead w/ eraser, wood cased, hardness:HB	17	23.91	406.47
67	piece	Cutter blade: for heavy duty cutter	1	17.04	17.04
68	piece	Cutter knife, for general purpose	1	38.44	38.44
69	cart	Ink cart, epson C13T664100 (T6641), Blck	26	287.04	7,463.04
70	cart	Ink cart, epson C13T664200 N(t6642) cyan	20	287.04	5,740.80
71	cart	Ink Cart, epson C13T664300 (T6643), Magenta	20	287.04	5,740.80
72	cart	Ink Cart, Epson C13T664400 (T6644) Yellow	20	287.04	5,740.80
73	piece	Clearbook, 20 transparent pockets, for A4 size	7	45.75	320.25
74	piece	Clearbook, 20 transparent pockets for legal size	2	48.74	97.48
75	piece	Sign pen, black, liquid/gel ink 0.5mm needle tip	49	39.80	1,950.20
76	piece	Sign pen, red liquid/gel ink, 0.5mm needle tip	8	39.80	318.40
					65,020.34

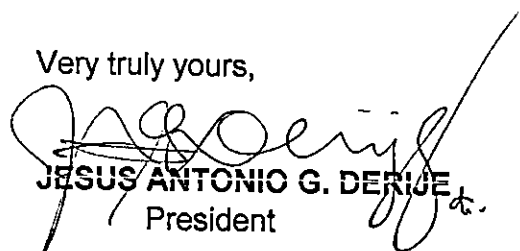
Reference: JUPITER V.CASAS

Sixty Five Thousand Twenty Pesos and Thirty Four Cents

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.

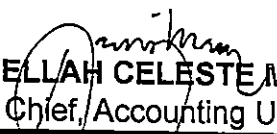
Conforme:

  
 Signature over Printed Name of Supplier  
 Date 12-19-2022

Very truly yours,  
  
**JESUS ANTONIO G. DERIJE**  
 President

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_

ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

  
**MARIA JAMELLAH CELESTE M. MAGALONA**  
 Chief, Accounting Unit