



DEPARTMENT OF EDUCATION  
 REGION V  
 DIVISION OF CAMARINES SUR  
 SAN JOSE PILI, CAMARINES SUR  
 FAX No. : 871-3342

COMMISSION ON AUDIT  
 (Dep Ed Camarines Sur Division)



14 DEC 2018

### PURCHASE ORDER

Supplier: BONINGS TRADING  
 Address: General Luna St., Naga City  
 TIN:

P.O. No: 2018-12-130  
 Date: DEC 14 2018  
 Mode of Procurement:

Negotiated Procurement under  
 Emergency Case

Gentlemen:

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

Place of Delivery: DepED, Division of Camarines Sur, San Jose, Pili, Camarines Sur				Delivery Term: 7 DAYS	
Date of Delivery:				Payment Term: 15 DAYS	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>EMERGENCY PURCHASE OF OFFICE SUPPLY FOR DIVISION OFFICE</b>			
	ream	Colored paper (Blue ) long size	10	209.75	2,097.50
	ream	Colored paper (yellow ) long size	10	209.75	2,097.50
	ream	Colored paper (Orange ) long size	10	209.75	2,097.50
	ream	Colored paper (Pink ) long size	10	209.75	2,097.50
	box	Computer continuous form 3 ply 11 x 9 1/2	40	1,600.00	64,000.00
	box	Computer continuous form 2 ply 11 x 9 1/2	10	1,499.95	14,999.50
	box	Computer continuous form 1 ply 11 x 9 1/2	10	1,299.95	12,999.50
					₱ 100,389.00
(Total Amount in Words)					
<b>ONE HUNDRED THOUSAND THREE HUNDRED EIGHTY NINE PESOS ONLY***</b>					

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

Conforme:

**SUSAN CLISA**  
 General Manager  
 Bonings Trading

Signature over Printed Name of Supplier

DEC 14 2018

Date

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

**GERLIE V. CAÑAS**  
 Division Accountant

Very truly yours,

72:

**CECILLE BERNADETTE P. RIVERA, CESO V**

Authorized Official

Schools Division Superintendent

Designation

ORS/BURS NO: \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

AMOUNT: \_\_\_\_\_