Republic of the Philippines
Municipality of Tiaong
Province of Quezon

PURCHASE ORDER

Supplier: **AKME TRADING**
Address: 1139 G. Masangkay St., Sta. Cruz Manila
Telephone No:
TIN: 453-495-625-00000

P.O. No. : 2026-03-1161
Date : March 31, 2026
Mode of Procurement:
PUBLIC BIDDING

Gentlemen:

Please furnish this office the following articles subject to the term and conditions contained herein:

Place of Delivery: Municipality of Tiaong, Quezon
Date of Delivery: Within 30 days after receipt of NTP

Delivery Term: Thirty (30) Calendar Days
Payment Term: After Inspection and Acceptance of Complete Delivery

UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
pc	Jumbo Pencil (black) *	7,240	9.50	68,780.00
pc	Pencil #2 *	7,858	12.00	94,296.00
pc	Writing Notebook (5.83"x7.87" folded, saddle stitch binding) *	43,548	23.00	1,001,604.00
pc	Composition Notebook (5.83"x7.87" folded, saddle stitch binding) *	12,218	23.00	281,014.00
pc	Yarn Notebook (5.83"x7.87" folded) *	74,824	25.10	1,878,082.40
pc	Binder Notebook (10 division) *	3,486	199.80	696,502.80
pad	Pad Paper, Grade I (80 leaves)	7,240	19.00	137,560.00
pad	Pad paper, Grade II (80 leaves)	3,506	19.00	66,614.00
pad	Pad Paper, Grade III (80 leaves)	3,770	19.00	71,630.00
pad	Pad Paper, Grade IV (80 leaves)	3,966	19.00	75,354.00
pad	Intermediate Pad Paper (80 leaves)	24,754	28.80	712,915.20
pad	Yellow Pad Paper (80 leaves)	3,486	58.80	204,976.80
box	Crayons (single)	3,780	39.60	149,688.00
pc	Plastic envelope (with handle, long, blue color)	246	89.00	21,894.00
pc	Plastic envelope (without handle, long, transparent) *	25,299	34.80	880,405.20
roll	Packaging tape (1.48", transparent, 500m/roll)	35	268.68	9,403.80
pc	Polyethylene (PE) Plastic bag (.003 thickness, 30"x50")	1,400	35.20	49,280.00
	*with customized print and design			
	-- NOTHING FOLLOWS --			
	TOTAL			**6,400,000.20**

TOTAL AMOUNT IN WORDS

Six Million Four Hundred Thousand Pesos & 20/100

In case of failure to make the full delivery within the time specified above, a penalty of one – half (1/2) of one percent for every day of delay shall be imposed.

Very truly yours,

VINCENT JERJAY M. MEA
Municipal Mayor

Conforme:
APIC C. PASUMBAL JR.
Signature over printed name of Supplier
3/31/26
Date

Funds Available	OS NO.
CECILIA T. BAUTISTA *Municipal Treasurer*	AMOUNT ₱ **6,400,000.20**