PURCHASE ORDER

Tabaco City

LGU

Supplier	**KR MIKA GENERAL MERCHANDISE**	P.O No.:	20-1153
Address	**TABACO CITY**	Date:	12/29/2020
		Mode of Procurement:	**SHOPPING B**
		PR No./s	**20-12-1893**

Gentlemen:

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

Place of Delivery:	**LGU-TABACO CITY - CITY TREASURERS OFFICE**	Delivery Term:	
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
			Supply & Delivery of Office Supplies		-
1	100	pcs	Ballpen, Black, Smooth 0.7	11.00	1,100.00
2	100	ream	Bond Paper, Subs 20, Short	209.00	20,900.00
3	100	ream	Bond Paper, Subs 20, Long	224.00	22,400.00
4	15	box	Fastener, Plastic, 50sets	79.00	1,185.00
5	50	pcs	Correction Tape, 15m	63.00	3,150.00
6	150	pcs	Folder, Long, White	9.00	1,350.00
7	100	pcs	Folder, Short, White	7.50	750.00
8	35	pcs	Highlighter, Assorted Color	64.00	2,240.00
9	3	box	Mailing White Envelope, Long, White, 70gsm, 500pcs/box	299.00	897.00
10	25	pad	Note Pad (Sticky Note) Any Color 3pads	26.00	650.00
11	50	box	Paper Clip, Small, 33mm, 50pcs	48.00	2,400.00
12	50	box	Paper Clip, Jumbo, Plastic Coated, 50pcs	58.00	2,900.00
13	15	can	Paste with Spreader, 200g	48.00	720.00
14	5	pcs	Puncher, Heavy Duty, 2 Hole	249.00	1,245.00
15	25	pcs	Stamping Pad Ink, Purple, 50ml	44.00	1,100.00
16	25	pcs	Stamping Pad, No. 2, Blue	44.00	1,100.00
17	11	book	Record Book, 300pages, Blue, Long	79.00	869.00
18	10	book	Record Book, 500pages, Blue, Long	149.00	1,490.00
19	25	pcs	Sign Pen, 0.5, Black	31.00	775.00
20	25	pcs	Sign Pen, 0.5, Green	31.00	775.00
21	10	pcs	Stapler, Heavy Duty	384.00	3,840.00
22	100	box	Staple Wire, Standard, No. 35, 100pcs/box	24.25	2,425.00
23	20	pad	Yellow Pad, 1pad	26.00	520.00
24	100	bottle	Alcohol, 70% Isoprophyl, Green Color	60.75	6,075.00
25	8	pouch	Dishwashing Liquid, 1ltr	249.00	1,992.00
26	6	pouch	Fabric conditioner, 900ml	249.25	1,495.50
27	150	doz	Tissue Paper, 2ply	89.00	13,350.00
28	3	pcs	Floor Mop, 400gms	199.00	597.00
29	10	box	Rubber Band, Small (100pcs)	63.00	630.00
30	5	bottle	Disinfectant Spray (320m)	199.00	995.00
31	10	roll	Plastic Tape 1"	34.00	340.00
			nothing follows		-
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				TOTAL	**100,255.50**

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY AUDITOR
CITY OF TABACO
DATE RECEIVED: 2/4/21
RECEIVED BY:
TIME RECEIVED: 1:30

One Hundred Thousand Two Hundred Fifty-Five Pesos and Fifty Centavos

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:	Very Truly yours,
Rosalie G. Macu	
(Signature over printed name)	**NESTOR T. SAN PABLO**
(Date)	*Acting City Mayor*

(In case of Negotiated Purchase pursuant to section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:			
		Date:	
Certified Correct:			
	Secretary to the Sanggunian		