



PURCHASE ORDER

Tabaco City
LGU

Supplier	GORILLA TRADING	P.O No.:	20-1060
Address	52 Sgt. Esguerra Avenue, South Triangle, Quezon City	Date:	12/21/2020
Gentlemen:		Mode of Procurement:	Repeat Order
		PR No./s	20-12-1926

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

Place of Delivery:	Tabaco City Hall, Tabaco City	Delivery Term:	
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount
1	2,000	pcs	Writing Notebook for Day Care, Kinder, Grade 1, 2 and 3 with personalized front cover, inside front cover, back cover & inside back cover; full coat 12, full colors with UV lamination; Inside pages: Bond, substance 16, at least 80 leaves; Cover Design: Photos/Graphics provided by Procuring Entity	22.50	45,000.00
2	1,900	pcs	Writing Notebook for Grade 4, 5 and 6 with personalized front cover, inside front cover, back cover & inside back cover; full coat 12, full colors with UV lamination; Inside pages: Bond, substance 16, at least 80 leaves; Cover Design: Photos/Graphics provided by Procuring Entity	22.50	42,750.00
3	4,100	pcs	Pad paper for Day Care, Kinder, Grade 1, 2, and 3; Bond Substance 16, at least 80 leaves	13.50	55,350.00
4	200	pcs	Pad paper for Grade 4; Bond substance 16, at least 80 leaves	13.50	2,700.00
5	1,900	pcs	Pad paper for Grade 5 and 6; Bond substance 16, at least 80 leaves	21.00	39,900.00
6	1,000	pcs	Pencil, Jumbo	12.50	12,500.00
7	500	pcs	Pencil No. 2	9.75	4,875.00
8	500	set	Crayons, double, 16 colors per set	48.50	24,250.00
9	200	pcs	Plastic clear envelope, long size, without handle	10.50	2,100.00
10	1,110	pcs	Ballpen, colors: red, black and blue	7.00	7,770.00
11	200	pcs	Personalized Coloring Book for Day Care & Kinder (assorted), full coat 12, full color with UV lamination; Inside pages: black and white print, at least 16 pages; Paper type: book #50, size 8.5" x 11; Cover design and inside pages: with concept, layout and design	35.00	7,000.00
nothing follows					
Total					244,195.00

Two Hundred Forty-Four Thousand One Hundred Ninety Five Pesos

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,

JONATHAN S. RAFOL

(Signature over printed name)

(Date)

CIELO KRISL LAGMAN-LUISTRO

City Mayor

