



PURCHASE ORDER

Tabaco City
LGU

Supplier Address	XIAN SCHOOL AND OFFICE SUPPLIES DEPOT P-4 BARANGHAWON, TABACO CITY	P.O No.:	93-04-0252
		Date:	APR 24 2023
		Mode of Procurement:	SHOPPING B
		PR No./s	23-04-0323

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - DEPARTMENT OF EDUCATION (DEPED)	Delivery Term:	10 cd
Date of Delivery:		Payment Term:	3 weeks
Item No.	Qty	Unit Cost	Amount (Php)

Supply & Delivery of Various Supplies for Regional Invitational Clustered Qualifying Meet for Team Sports

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
1	15	ream	Bond Paper, A4, Subs 20, 70gsm (BOOK ADVANCE)	202.00	3,030.00
2	15	ream	Bond Paper, Long, Subs 20, 70gsm (BOOK ADVANCE)	232.00	3,480.00
3	3	box	Whiteboard Marker, Black, Red, Blue, Broad, 12pcs/box (PILOT)	447.00	1,341.00
4	3	box	Permanent Marker, Black, Red, Blue, Broad, 12pcs/pox (PILOT)	647.00	1,941.00
5	100	pcs	Plastic Envelope, Long (ADVENTURE)	8.00	800.00
6	20	pcs	Tape, 50m, Transparent (CROCO)	16.00	320.00
7	10	pcs	Scissors, Heavy Duty (JOY)	147.00	1,470.00
8	10	pcs	Glue, 240g (ELMERS GLUE)	93.00	930.00
9	5	ream	Specialty Paper, A4, 200gsm, White (WORX)	277.00	1,385.00
10	2	box	Pencil, #2, 12pcs/box (MONGOL 2)	92.00	184.00
11	20	pcs	Masking Tape, 3/4 (CROCO)	33.00	660.00
12	15	roll	Duck Tape, 2inches, 20mtrs (HBW)	148.00	2,220.00
13	5	pcs	Correction Tape, 8mtrs (JOY)	23.00	115.00
14	4	box	Ballpen, Gel Pen, Black, Red, 12pcs/box (PILOT)	947.00	3,788.00
15	5	box	Paper Clip, Big, 50pcs (R-TEC)	23.00	115.00
16	10	pcs	Correction Tape, 20mtrs (JOY)	73.00	730.00
17	5	pcs	Highlighter, Neon Color, Yellow, Green (STABILO)	16.00	80.00
18	5	bottle	EPSON Ink, Black, #644 (EPSON)	238.00	1,190.00
19	5	bottle	EPSON Ink, Magenta, #664 (EPSON)	238.00	1,190.00
20	5	bottle	EPSON Ink, Cyan, #664 (EPSON)	238.00	1,190.00
21	5	bottle	EPSON Ink, Yellow, #664 (EPSON)	238.00	1,190.00
22	2	pcs	Pencil Sharpener, Heavy Duty (TM SHARPENER)	347.00	694.00
23	2	pcs	Puncher, 2 Hole (MAGIC)	247.00	494.00
24	5	pcs	Stapler, Heavy Duty (SURE STAPLER)	108.00	540.00
25	10	box	Staple Wire, No. 35 (PRINCE)	33.00	330.00
26	5	box	Paper Fastener, Plastic (TEAM STAR)	36.00	180.00
27	12	box	Binder Clip, 51, 32, 25, 15mm, 3pcs (R-TEC)	248.00	2,976.00
28	20	pcs	Masking Tape, 2 and 1inch, 10each (CROCO)	93.00	1,860.00
29	20	pcs	Double Adhesive Tape, 1' (POLAR BEAR)	30.00	600.00
30	100	pcs	Folder, Long, White (SYSTEM FILE)	8.00	800.00
31	2	pcs	Paper Cutter, Wood, A4 (TM A4)	998.00	1,996.00
32	400	pcs	ID Lanyard	48.00	19,200.00
33	5	pcs	File Box Organizer, Size Capacity (UBER FILES)	318.00	1,590.00
34	1	pc	Received Stamp (HBW)	147.00	147.00
35	1	pc	Date Stamp (JOY)	147.00	147.00
36	3	pcs	Stamp Pad, Red, Black, Violet (JOY)	48.00	144.00
37	1	pc	Corkboard, 2 x 3	698.00	698.00
38	1	pc	Whiteboard, 4 x 8, Plywood Type (CORKBOARD WITH FRAME)	1,797.00	1,797.00
39	5	box	Cutter Blade, 18mm, 12pcs/box	93.00	465.00
40	3	pcs	Cutter, 18mm (TM WOOD)	98.00	294.00
41	4	roll	Laminating Film, 5 x 50mtrs (MIYAGI)	1,498.00	5,992.00
			nothing follows		
TOTAL				68,293.00	

Sixty Eight Thousand Two Hundred Ninety Three Pesos



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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,

Lalaine Aotina

CIELO KRISSEL LAGMAN-LUISTRO

City Mayor

(Signature over printed name)

(Date) 04-24-23

(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

