



PURCHASE ORDER

Tabaco City
LGU

Supplier	MAGIC 8 ENTERPRISES	P.O No.:	20-0572 <i>MS</i>
Address	TABACO CITY	Date:	8/17/2020
		Mode of Procurement:	SHOPPING B
		PR No./s	20-07-0919

Gentlemen:

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

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

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
1	25	reams	Paper Bond Long (Subs 20) (Hard Copy)	246.00	6,150.00
2	10	reams	Paper Bond A4 (Subs 20) (Hard Copy)	224.40	2,244.00
3	25	reams	Paper Bond Short (Subs 20) (Hard Copy)	204.00	5,100.00
4	4	boxes	Pencil #2, 12pcs/boxes (Mongol)	91.00	364.00
5	2	boxes	Sign Pen 0.5 (Blue), 12pcs/boxes (My Gel)	364.80	729.60
6	6	boxes	Sign Pen 0.5 (Black), 12pcs/boxes (My Gel)	364.80	2,188.80
7	10	pcs	Staple Wire No.35 (Excel Joy)	36.50	365.00
8	15	pcs	Staple Remover	22.00	330.00
9	10	pcs	Transparent Tape 24mm (1inch) (Crocodile)	21.50	215.00
10	6	units	Stapler #35 Heavy Duty	130.00	780.00
11	12	pcs	Stamp Pad Ink (6 Blue) (6 Violet), 30ml (Joy)	22.00	264.00
12	7	pcs	Stamp Pad (5pcs No. 1)	65.00	455.00
13	50	packs	Ordinary Ballpen (25 Boxes Black) (20 Boxes Blue) (5 Boxes Red) 12pcs/boxes	82.80	4,140.00
14	5	pcs	Keyboard (3pcs USB Connection) (2pcs PS2)	480.00	2,400.00
15	6	pcs	Mouse (PSB)	300.00	1,800.00
16	4	boxes	Fastener Plastic (Ordinary) (Prince)	36.40	145.60
17	10	pcs	Double Sided Tape 1inch	38.00	380.00
18	5	unit	Puncher	180.00	900.00
19	10	boxes	Paper Clip (Big) (Prince)	30.00	300.00
20	10	boxes	Paper Clip (Small) (Prince)	22.00	220.00
21	7	pcs	Flash Drive 32GB (Sandisk)	900.00	6,300.00
22	24	packs	Daily Time Record CSC No. 48 for Job Order	25.00	600.00
23	6	pcs	Dater Stamp (Big)	70.00	420.00
24	10	pcs	Correction Pen, 7ml, Fine Point (HBW)	62.00	620.00
25	90	pcs	Correction Tape, 10m	36.50	3,285.00
26	6	units	Calculator (12 Digits)	464.00	2,784.00
27	6	pcs	Record Book 300pages (Big, 217 x 278mm)	174.00	1,044.00
28	6	pcs	Record Book 500pages (Big)	204.00	1,224.00
29	2	doz	Long Brown Envelope	93.60	187.20
30	3	doz	Short Brown Envelope	78.00	234.00
31	150	pcs	Folder Expanded (Legal Size)	17.50	2,625.00
32	100	pcs	Folder (Ordinary, Legal Size, White)	7.80	780.00
33	100	pcs	Folder (Ordinary, Legal Size, Brown)	8.00	800.00
34	5	pcs	Pentel Pen (Black) (Pilot)	46.00	230.00
35	23	boxes	Binder Clip 1" 1/4, 12pcs	41.00	943.00
36	18	boxes	Binder Clip 1" 5/8, 12pcs	52.00	936.00
37	15	boxes	Binder Clip 2", 12pcs	63.00	945.00
38	4	pcs	Highlighter (Assorted)	43.00	172.00
39	3	units	Pencil Sharpener	309.00	927.00
40	3	pcs	Scissors, Heavy Duty	78.00	234.00
41	5	pcs	Glue, All Purpos, 200g	60.00	300.00
42	3	pcs	Cutter Knife, Heavy Duty	78.00	234.00
43	7	pcs	Packaging Tape 48mm, 2"	36.50	255.50
44	2	pcs	Glue Gun, Big, 12mm, 1/2"	238.90	477.80
45	10	pcs	Glue Stick	10.00	100.00
46	15	bottle	Ink EPSON C13T664100 (T6641), Black, 70ml	360.00	5,400.00
47	12	bottle	Ink EPSON C13T664200 (T6642), Cyan, 70ml	360.00	4,320.00
48	12	bottle	Ink EPSON C13T664300 (T6643), Magenta, 70ml	360.00	4,320.00
49	12	bottle	Ink EPSON C13T664300 (T6644), Yellow, 70ml	360.00	4,320.00



PURCHASE ORDER

Tabaco City
LGU

Supplier	MAGIC 8 ENTERPRISES	P.O No.:	20-0772
Address	TABACO CITY	Date:	9/17/2020
		Mode of Procurement:	SHOPPING B
		PR No./s	20-07-0919

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,
<i>[Signature]</i>	<i>[Signature]</i>
MARCIL A. OMA	CIELO KRISL LAGMAN-LUISTRO
<i>(Signature over printed name)</i>	<i>City Mayor</i>
<i>(Date)</i>	

(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:			
	<i>Secretary to the Sanggunian</i>		

