



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	<b>TABACO GOOD LUCK ENTERPRISES</b>	P.O No.:	20-0709
Address	<b>TABACO CITY</b>	Date:	9/30/2020
		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	<b>20-09-1191</b>

Gentlemen:

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

Place of Delivery:	<b>LGU-TABACO CITY - CSWD</b>	Delivery Term:	
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
1	7	pcs	Stapler #35, 100pcs (Joy)	166.00	1,162.00
2	40	box	Paper Fastener, Plastic (Prince)	46.50	1,860.00
3	10	pcs	Paper Puncher (Prince)	107.00	1,070.00
4	25	box	Staple Wire #35, 100pcs (Joy)	75.50	1,887.50
5	22	box	Ordinary Ballpen, 100s (HBW Matrix)	355.50	7,821.00
6	5	box	Pencil No. 2, 12s (Mongol)	131.00	655.00
7	6	pcs	Waste Basket (Pedalized 22L) (R.P.)	309.50	1,857.00
8	100	reams	Book Paper, Long, 500sheets (Advance)	235.50	23,550.00
9	50	reams	Bok Ppaer, Short, 500sheets (Advance)	200.60	10,030.00
10	20	box	Sign Pen (Black) Point .5, 12pcs (My Gel)	354.00	7,080.00
11	20	box	Carbon Paper, Long, Black, 100sheets	768.50	15,370.00
12	10	pcs	Calculator, 12digits	594.00	5,940.00
13	6	pcs	Packing Tape 2" (Crocodile)	41.50	249.00
14	6	box	Paper Clip (Jumbo) (Prince)	26.75	160.50
15	100	pcs	Folder, White, Long (Advance)	6.75	675.00
16	1	gallon	Fabric Conditioner (1ltr) (Surf)	344.50	344.50
17	6	bottle	Toilet Cleaner, 250ml (Domec)	250.00	1,500.00
18	6	bottle	Insecticide, Big, 600ml x 12 (Baygon)	460.00	2,760.00
19	12	pcs	Doormat Cascade (R.P.)	256.00	3,072.00
20	6	pcs	Air Freshener (Orange/Lemon) 180g (Glade)	219.50	1,317.00
21	11	pcs	Stamping Pad (Big) (HBW)	287.00	3,157.00
22	2	kls	Chlorine Powder (Chlorine)	138.50	277.00
23	3	pcs	Dustpan (R.P.)	169.00	507.00
24	20	pcs	Logbook, 500leaves (Advance)	202.50	4,050.00
25	50	pcs	Correction Tape, 5mm x 10mtrs (Joy)	37.50	1,875.00
26	5	pcs	Stapler, No. 35 with Wire Remover (Joy)	489.50	2,447.50
27	3	pcs	Cutter 1", Heavy Duty (HBW)	295.00	885.00
28	3	pcs	Puncher, Heavy Duty (Prince)	219.00	657.00
29	2	pcs	Mop, Tornado Mop 360	1,248.00	2,496.00
			***nothing follows***		

OFFICE OF THE CITY AUDITOR  
CITY OF TABACO

RECEIVED BY: [Signature]  
DATE: 10/10/20

**TOTAL 104,712.00**

**One Hundred Four Thousand Seven Hundred Twelve 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: [Signature] Very Truly yours,

[Signature]  
(Signature over printed name)  
(Date)

**CIELO KRISL LAGMAN-LUISTRO**  
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.:

Certified Correct: [Signature] Secretary to the Sanggunian