



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	<b>BLINK CONSUMER GOODS TRADING</b>	P.O No.:	21-03-0141
Address	Tabaco City	Date:	APR 27 2021
		Mode of Procurement:	Shopping
		PR No./s	21-03-0095/0096

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - City Architect's Office	Delivery Term:	
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
1	30	ream	Bond Paper, Long, S20	248.00	7,440.00
2	25	ream	Bond Paper, A4, S20	238.00	5,950.00
3	5	pack	Photo Paper, 10pcs/pack, A4 Size	78.00	390.00
4	25	pack	Special Paper, 10pcs/pack, 8.5 x 13	48.00	1,200.00
5	20	pad	Daily Time Record (DTR), 50pcs/pad	18.00	360.00
6	10	pcs	Notebook, Spiral, 90leaves	18.00	180.00
7	5	box	Sign Pen, 0.5mm (Black), 12pcs/box	448.00	2,240.00
8	5	box	Sign Pen, 0.5mm (Blue), 12pcs/box	448.00	2,240.00
9	50	pcs	Ball Pen, Blue, 0.5, Ordinary	13.00	650.00
10	50	pcs	Ball Pen, Black, 0.5, Ordinary	13.00	650.00
11	5	box	Pencil, Lead with Eraser, 12pcs/box	113.00	565.00
12	25	pcs	Envelope, Documentary, Golden Draft, 150gsm	6.00	150.00
13	25	pcs	Envelope, Expanding, Kraft Board	13.00	325.00
14	6	pcs	Filing Data Box	178.00	1,068.00
15	50	pcs	Folder, Pressboar, Palin, for Legal Size	13.00	650.00
16	50	pcs	Folder, File, Tagboard Equivalent, Legal Size	6.00	300.00
17	5	pcs	Glue, All Purpose, Liquid, 118ml, min	58.00	290.00
18	5	set	Marker, Flourescent, Assorted Colors, 3 Colors/Set	83.00	415.00
19	5	box	Paper Clip, Vinyl Coated 50mm 100s/box	28.00	140.00
20	5	box	Paper Clip, Vinyl Coated 32mm 100s/box	23.00	115.00
21	15	box	Clip, Backfold, 25mm, 12pcs per box	28.00	420.00
22	15	box	Clip, Backfold, 32mm, 12pcs per box	38.00	570.00
23	15	box	Clip, Backfold, 60mm, 12pcs per box	48.00	720.00
24	5	pcs	Correction tape, 8mtrs	28.00	140.00
25	5	pcs	Record Book, 150pages, 8.5 x 11	58.00	290.00
26	5	pcs	Record Book, 200pages, 8.5 x 11	63.00	315.00
27	10	pcs	Ruler 18", Plastic	28.00	280.00
28	5	pcs	Pencil Sharpener, Heavy Duty	278.00	1,390.00
29	50	pcs	Plastic Envelope	14.00	700.00
30	10	pcs	Tape masking, 3/4"	33.00	330.00
31	10	pcs	Tape, Transparent, 1"	40.00	400.00
32	5	pcs	Scissor, 8" Heavy Duty	98.00	490.00
33	5	bottle	Stamp Pad Ink, Blue, 30ml	38.00	190.00
34	5	box	Staple Wire No.35 Max	44.00	220.00
35	10	pcs	Staple Remover, Jaw Type	21.00	210.00
36	5	pcs	Stamp Pad, 160 x 90mm	58.00	290.00
37	5	pcs	Stapler Standard Type, Load Cap, 200 Staples min	318.00	1,590.00
38	5	pcs	Tape Dispenser, Heavy Duty	133.00	665.00
39	5	pcs	Filing Tray, 2 Tier, Plastic	98.00	490.00
40	5	pcs	Flashdrive, 64GB	1,700.00	8,500.00
41	15	bottle	Alcohol, Isoprophyl, 70% Scented, 500ml	93.00	1,395.00
42	3	pcs	Door Mat, Cotton	79.00	237.00
43	2	pcs	Dust Pan, Plastic	33.00	66.00
44	5	pack	Detergent Powder, All Purpose, 1kg	43.00	215.00
45	2	can	Disinfectant Spray, Aerosol, 425gms	254.00	508.00



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	<b>BLINK CONSUMER GOODS TRADING</b>	P.O No.:	21-03-0141
Address	Tabaco City	Date:	APR 22 2021
		Mode of Procurement:	Shopping
		PR No./s	21-03-0095/0096

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

Place of Delivery:	LGU-TABACO CITY - City Architect's Office	Delivery Term:			
Date of Delivery:		Payment Term:	3 weeks		
Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
46	3	bottle	Dishwashing Liquid, 880ml	198.00	594.00
47	5	pack	Tissue Paper, 2ply per sheet, 150pulls, 12rolls per pack	118.00	590.00
48	3	pcs	Trashcan, Big	33.00	99.00
49	6	roll	Trashbag, Plastic, Black, Large, 10pcs per pack	153.00	918.00
50	4	bundle	Rags, All Cotton, 36pcs/bundle	58.00	232.00
51	4	can	Air Freshener, Aerosol, 280ml	93.00	372.00
52	5	pcs	Monoblock Chairs, with Backrest, w/o Armrest	498.00	2,490.00
53	5	set	Battery, AA, 4pcs/set	48.00	240.00
54	5	set	Battery, AAA, 4pcs/set	78.00	390.00
<b>Total</b>					<b>51,864.00</b>

**Fifty-One Thousand, Eight Hundred Sixty-Four 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

CONFORME: *[Signature]* Very Truly yours,  
**ROSARIO VANESSA W. TOTANES** **CIELO KRISSEL LAGMAN-LUISTRO**  
*(Signature over printed name)* *(Signature)*  
 (Date) *[Date]* *(Date)*  
 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  
 Date:

REPUBLIC OF THE PHILIPPINES  
 OFFICE OF THE CITY AUDITOR  
 CITY OF TABACO  
 DATE RECEIVED: 4/22/21  
 RECEIVED BY: *[Signature]*  
 TIME RECEIVED: 3:05