PURCHASE ORDER

Tabaco City
LGU

Supplier	**MENBILL TRADING**	P.O No.:	21-05-0379
Address	**TABACO CITY**	Date:	MAY 14 2021
		Mode of Procurement:	**SHOPPING B**
		PR No./s	**21-04-0586 & 0587**

Gentlemen:

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

Place of Delivery:	**LGU-TABACO CITY - HON RAUL ROI R. BOREJON**	Delivery Term:	
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
			Supply & Delivery of Office Supplies		-
1	18	pcs	Computer Ink, HP 680, Colour	550.00	9,900.00
2	18	pcs	Computer Ink, HP 680, Black	550.00	9,900.00
3	24	ream	Coupon Bond, S20, Long	215.00	5,160.00
4	24	ream	Coupon Bond, S20, Short	195.00	4,680.00
5	2	box	Stapler, Standard	175.00	350.00
6	1	pack	Folder, Short, Ordinary, 200pcs/pack	230.00	230.00
7	2	pack	Folder, Long, Ordinary, 200pcs/pack	300.00	600.00
8	2	box	Sign Pen, Black, 0.7, 6pcs/box	210.00	420.00
9	30	pcs	Sing Pen, Black, 0.5	28.00	840.00
10	15	pcs	Sing Pen, Blue, 0.5	28.00	420.00
11	2	box	Pencil, No. 2, 12pcs/box	28.80	57.60
12	2	pcs	Flash Drive, 32GB	675.00	1,350.00
13	5	pcs	File Box	115.00	575.00
14	1	jar	Glue, 200ml, Non-Toxic	70.00	70.00
15	4	box	Face Mask, Surgical, 50pcs	730.00	2,920.00
16	66	bottle	Alcohol, 70%, 500ml	85.00	5,610.00
17	10	pack	Tissue Paper, 12pcs/pack	120.00	1,200.00
18	6	pouch	Dish Washing Liquid/Paste, 150ml	35.00	210.00
19	2	can	Disinfectant Spray, 170grms	205.00	410.00
20	2	can	Insecticide, 500ml	225.00	450.00
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				TOTAL	**45,352.60**

Forty-Five Thousand Three Hundred Fifty-Two Pesos and Sixty Centavos

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 over printed name)

(Date)

Very Truly yours,

CIELO KRISEL 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.:

Date:

Certified Correct:

Secretary to the Sanggunian

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY AUDITOR
CITY OF TABACO
DATE RECEIVED: 5/14/21
RECEIVED BY:
TIME RECEIVED: 2:35