



PURCHASE ORDER

Tabaco City
LGU

Supplier	TABACO GOOD LUCK ENTERPRISES	P.O No.:	21-04-0429 & 0430
Address	TABACO CITY	Date:	APR 22 2021
		Mode of Procurement:	SHOPPING B
		PR No./s	21-04-0429 & 0430

Gentlemen:

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

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

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Office Supplies					
1	25	bottle	EPSON Ink, Black, 664, 70ml	340.00	8,500.00
2	15	bottle	EPSON Ink, Magenta, 664, 70ml	344.00	5,160.00
3	15	bottle	EPSON Ink, Cyan, 664, 70ml	344.00	5,160.00
4	10	bottle	EPSON Ink, Yellow, 664, 70ml	344.00	3,440.00
5	10	pcs	Ballpen, Black, Ordinary, 0.5, Fine Point	13.00	130.00
6	20	pcs	Signpen, Black, 0.5mm, Gel Ink	38.00	760.00
7	10	pcs	Signpen, Green, 0.5mm, Gel Ink	38.00	380.00
8	2	pad	Notepad, Stick On, 3 x 4, 100sheets	65.00	130.00
9	2	pcs	Calculator, 12digits	298.00	596.00
10	5	pcs	Eraser, Plastic/Rubber	9.00	45.00
11	20	pcs	Correction Tape, 8mm	19.00	380.00
12	10	pcs	Marker, Permanent, Black	48.00	480.00
13	5	pcs	Marker, Permanent, Red	48.00	240.00
14	30	ream	Bond Paper, 80gsm, Size: 8 1/2" x 13"	248.00	7,440.00
15	25	ream	Bond Paper, 80gsm, Size: 8 1/2" x 11"	228.00	5,700.00
16	10	box	Folder, Pressboard, Size: 240mm x370mm, 100pcs/box	790.00	7,900.00
17	5	pcs	Highlighter, Assorted Colors	32.00	160.00
18	10	bundle	Folder, White, Fancy, Legal, 50pcs	310.00	3,100.00
19	10	bundle	Folder, White, Fancy, Short, 50pcs	295.00	2,950.00
20	10	set	File Tab Divider, Bristol Board for Short	49.00	490.00
21	10	set	File Tab Divider, Bristol Board for Legal	69.00	690.00
22	10	pcs	File Organizer, Expanding Plastic, 12pockets	395.00	3,950.00
23	2	box	Paper Fastener, Metal, 50pcs/box	89.00	178.00
24	10	box	Clip Backfold, 25mm, 12pcs/box	19.00	190.00
25	10	box	Clip Backfold, 50mm, 50pcs/box	54.00	540.00
26	3	box	Paper Clip, Small, 100pcs	19.00	57.00
27	6	pcs	Stapler Standard,	129.00	774.00
28	5	box	Staple Wire #35, 26/6	59.00	295.00
29	3	box	Pencil, No. 2, 12pcs/box	94.00	282.00
30	10	box	Index card, 5 x 8mm, 100sheets/box	59.00	590.00
31	10	pcs	Record Book, 500pages	245.00	2,450.00
32	3	pcs	Ruler Plastic, 450mm, 18"	19.00	57.00
33	2	box	Clip Binder, 2 Inches, 12pcs/box	63.00	126.00
34	5	pad	Daily Time Record, 100pcs/pad	19.00	95.00
35	3	jar	Glue, 200grams	69.00	207.00
36	3	roll	Double Sided Tape, White 1inch	29.00	87.00
37	2	pcs	Puncher, Heavy Duty, 2 Hole Guide	199.00	398.00
38	2	roll	Tape, Packaging, Transparent Type	29.00	58.00
39	4	roll	Tape, Transparent, 24mm	14.00	56.00
40	4	roll	Tape, Transparent, 48mm	24.00	96.00
41	5	roll	Tape, Masking, 24mm	24.00	120.00
42	5	roll	Tape, Masking, 48mm	64.00	320.00
43	1	bottle	Stamp Pad Ink, Violet	64.00	64.00
44	2	pcs	Staple Wire Remover	44.00	88.00
45	20	pack	Tissue Paper, 2ply, 12pcs/pack	98.00	1,960.00
46	5	bottle	Dishwashing Liquid, 500ml	98.00	490.00
47	2	roll	Trashbag, Black, 940mm x 1016mm	119.00	238.00
48	6	pcs	Stall Cahir, White, Plastic	240.00	1,440.00
49	3	pcs	Air Freshener, 300ml	199.00	597.00
50	3	pack	Battery, Dry Cell AA, 2pcs/Blister Pack	24.00	72.00
51	4	pack	Battery, Dry Cell, AAA, 2pcs/Blister Pack	24.00	96.00
52	3	pcs	4 Jersey Filing Cabinet: Shelf: File Cabinet, Color: Beige/Black, Size: 90 x 40 x 185cm, Steel: 0.7mm	9,960.00	29,880.00
			nothing follows		
				TOTAL	99,682.00



PURCHASE ORDER

Tabaco City
LGU

Supplier	TABACO GOOD LUCK ENTERPRISES	P.O No.:	2104-0276
Address	TABACO CITY	Date:	APR 22 2021
		Mode of Procurement:	SHOPPING B
		PR No./s	21-04-0429 & 0430

Gentlemen:

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Ninety-Nine Thousand Six Hundred Eighty-Two 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] **CIELO KRISSEL LAGMAN-LUISTRO**
City Mayor

(Signature over printed name) _____
(Date) _____

(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>		

