



PURCHASE ORDER

Tabaco City
LGU

Supplier	KR MIKA GENERAL MERCHANDISE	P.O No.:	21-05-0209 S
Address	TABACO CITY	Date:	MAY 19 2021
		Mode of Procurement:	SHOPPING B
		PR No./s	20-04-0652 & 0653

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - CITY MAYORS 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	50	pcs	Folder, Long, Tagboard, White	6.00	300.00
2	12	pad	RER Form	47.00	564.00
3	40	ream	Bond Paper, Subs 20, Legal	239.00	9,560.00
4	25	ream	Bond Paper, Subs 20, A4	225.00	5,625.00
5	40	ream	Bond Paper, Subs 20, Short	210.00	8,400.00
6	10	box	Binder Clip, 32mm, 12pcs/box	47.00	470.00
7	10	box	Binder Clip, 51mm, 12pcs/box	73.00	730.00
8	6	pcs	Stamping Pad Ink, Small, Violet, 50ml	38.00	228.00
9	12	pcs	Sign Pen, 0.8, Black	86.00	1,032.00
10	24	pcs	Sign Pen, 0.7, Black	31.00	744.00
11	2	pcs	Tape Dispenser	345.00	690.00
12	1	pcs	Pencil Sharpener	349.00	349.00
13	3	pcs	Cutter, Regular	57.00	171.00
14	5	pcs	Ruler, 12inches	8.00	40.00
15	12	pcs	Tape, Transparent, 1"	38.00	456.00
16	3	box	Pencil, No. 2, 12pcs	99.00	297.00
17	2	pcs	Stapler with Staple Remover, Heavy Duty	499.00	998.00
18	2	pcs	Calculator, 12 Digits	499.00	998.00
19	10	pcs	Post It Note Pad, 2 x 3	29.00	290.00
20	1	pcs	Puncher, 2 Holes	198.00	198.00
21	50	pcs	Brown Envelope, Long	7.00	350.00
22	12	pack	Board/Special Paper Short/Long, 10pcs/pack	47.00	564.00
23	1	box	Push Pins, 100pcs	37.00	37.00
24	6	pcs	Duck Tape, 2", Gray	86.00	516.00
25	96	pcs	Ballpen, Ordinary, 0.5, Black & Blue	9.00	864.00
26	6	pcs	File Folder, 2 Holes	118.00	708.00
27	10	pcs	Flash Drive, USB 16GB	535.00	5,350.00
28	6	pcs	Flash Drive, USB 32GB	650.00	3,900.00
29	6	pcs	Data File Box	168.00	1,008.00
30	8	pcs	Desk Tary File 3 Layers	299.00	2,392.00
31	6	pcs	File Organizer, 3 Layers	174.00	1,044.00
32	8	pcs	Office Desk Drawer Organizer 5 Layers	593.00	4,744.00
33	1	pc	Corkboard, 72inches x 24inches	995.00	995.00
34	12	pcs	Office Ballpen Holder, Metal, Black	173.00	2,076.00
35	40	pcs	Correction Tape, 10m	45.00	1,800.00
36	12	pcs	Expandable Brown Envelope with Sting	53.00	636.00
37	12	can	Air Freshener, 320ml	249.00	2,988.00
38	50	bottle	Alcohol, 70%, 500ml	107.00	5,350.00
39	24	bottle	Dishwashing Liquid, 500ml	69.00	1,656.00
40	10	can	Insecticide, 510g	395.00	3,950.00
41	12	pcs	Gel Hand Wash, 500ml	119.00	1,428.00
42	12	pcs	Doormat, Cloth, Big	72.00	864.00
43	6	can	Disinfectant Spray, 510g	597.00	3,582.00
44	4	pcs	Dust Pan, Plastic	56.00	224.00
45	2	pcs	Floor Mop, Ordinary	247.00	494.00
46	10	bottle	Toilet Cleaner, 500ml	249.00	2,490.00
47	1	pc	Foam Mop	395.00	395.00
48	100	sachet	Detergent Powder, 56g	8.00	800.00
49	10	bottle	Bleaching Solution, 1892ml	97.00	970.00
50	8	sachet	Fabric Conditioner, 690ml	198.00	1,584.00
51	100	bar	Laundry Soap, 380g	26.00	2,600.00
52	12	box	Tissue Paper/Paper Hand Towel, 175pulls	98.00	1,176.00
53	50	doz	Toilet Paper, 12rolls, 2ply	148.00	7,400.00
54	24	pack	Battery, AAA/AA, 4pcs	149.00	3,576.00
55	12	can	Floor Wax, 450grams, Red	298.00	3,576.00

RECEIVED IN THE OFFICE OF THE CITY AUDITOR
CITY OF TABACO

DATE RECEIVED: 6/21/21

RECEIVED BY: [Signature]

DATE RECEIVED: 3-10



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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
56	12	pcs	Trash Bind, Black with Cover	247.00	2,964.00
57	3	set	Sponge, Set of 3	65.00	195.00
58	10	pcs	Hand Towel, Cloth	85.00	850.00
			nothing follows		
				TOTAL	108,236.00

One Hundred Eight Thousand Two Hundred Thirty-Six 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:	Very Truly yours,
(Signature over printed name)	CIELO KRISSEL LAGMAN-LUISTRO
(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.:		Date:	
Certified Correct:			
	<i>Secretary to the Sanggunian</i>		