



PURCHASE ORDER

Tabaco City
LGU

Supplier	MENBILL TRADING	P.O No.:	<i>21-05-0404</i>
Address	TABACO CITY	Date:	MAY 19 2021
		Mode of Procurement:	SHOPPING B
		PR No./s	21-04-0629 & 0630

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

Place of Delivery:	LGU-TABACO CITY - HON DANILO C. BUENCONSEJO	Delivery Term:	
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Office Supplies					
1	5	can	Air Freshener, 280ml	80.00	400.00
2	50	bottle	Alcohol, 70% Scented, 500ml	70.00	3,500.00
3	5	pack	Detergent Powder, All-Purpose, 80g	40.00	200.00
4	10	pouch	Dishwashing Liquid/Paste, 50ml	30.00	300.00
5	5	pack	Garbage Bag, Large, 20pcs/pack	190.00	950.00
6	5	bottle	Hand Sanitizer, 500ml	245.00	1,225.00
7	10	box	Disposable Surgical Face Mask, 50pcs/box, 3ply	245.00	2,450.00
8	30	can	Insecticide, Net Content, 600ml	135.00	4,050.00
9	50	pack	Toilet Tissue Paper, 2ply Sheets 150pulls	72.00	3,600.00
10	1	box	Continuous Form, 1ply, 280 x 241mm	680.00	680.00
11	1	box	Continuous Form, 1ply, 280 x 376mm	1,000.00	1,000.00
12	10	pcs	Correction Tape, Film Base Typew, UL 6mm	16.00	160.00
13	5	pcs	Data File Box	66.00	330.00
14	15	pcs	Data Folder	66.00	990.00
15	5	box	Envelope, Documentary for A4 Size, 50pcs/box	400.00	2,000.00
16	5	box	Envelope, Documentary for Legal Size, 50pcs/box	515.00	2,575.00
17	5	box	Envelope Expanding Kraftboard for Legal Size, 100pcs/box	735.00	3,675.00
18	5	box	Envelope, Mailing White with Window	415.00	2,075.00
19	25	box	Fastener, Metal 70mm between Prongs, 12pcs/box	75.00	1,875.00
20	5	pcs	File Organizer, Expanding Plastic, 12pockets	68.00	340.00
21	5	bundle	Folder, Fancy, for A4 Size Documents, 20pcs/bundle	250.00	1,250.00
22	5	bundle	Folder, Fancy, for Legal Size Documents, 20pcs/bundle	290.00	1,450.00
23	25	jar	Glue All Purpose, 200grams, White	45.00	1,125.00
24	10	bottle	Ink EPSON, C13T664100 (T6641) Black, 70ml	250.00	2,500.00
25	10	bottle	Ink EPSON, C13T664200 (T6642) Cyan, 70ml	250.00	2,500.00
26	10	bottle	Ink EPSON, C13T664300 (T6643) Magenta, 70ml	250.00	2,500.00
27	10	bottle	Ink EPSON, C13T664400 (T6644) Yellow, 70ml	250.00	2,500.00
28	10	pcs	Marker Permanent, Bullet Type, Black	8.50	85.00
29	10	pcs	Marker Permanent, Bullet Type, Blue	8.50	85.00
30	10	pcs	Marker Permanent, Bullet Type, Red	8.50	85.00
31	20	ream	Paper, Multi-Purpose, Size: 20mm x 297mm, A4	113.00	2,260.00
32	20	ream	Paper, Multi-Purpose, Legal, 70gsm	127.00	2,540.00
33	20	ream	Paper, Multi-Copy, Size: 20mm x 297mm, Short	130.00	2,600.00
34	15	pcs	Sign Pen, Black, Liquid Gel Ink, 0.5 Needle Tip	30.00	450.00
35	15	pcs	Sign Pen, Blue, Liquid Gel Ink, 0.5 Needle Tip	30.00	450.00
36	10	roll	Tape, Transparent, Width: 48mm	17.00	170.00
37	10	roll	Tape, Transparent, Width: 24mm	9.00	90.00
			nothing follows		-
TOTAL					55,015.00

Fifty-Five Thousand Fifteen 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]
(Signature over printed name)
(Date)

CIELO KRISSEL LAGMAN-LUISTRO
City Mayor

RECEIVED: *7/26/21*
CITY OF TABACO

(In case of Negotiated Purchase pursuant to section 200 (c) of RA 9160, as amended)