



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	<b>MENBILL TRADING</b>	P.O No.:	<b>21-06-0550</b>
Address	<b>TABACO CITY</b>	Date:	<b>JUN 25 2021</b>
		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	<b>21-04-0893 &amp; 0892</b>

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

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

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
<b>Supply &amp; Delivery of Office Supplies and Janitorial Supplies</b>					
1	2	pcs	Mop (Folding, Absorbing, Squeeze Water)	280.00	560.00
2	2	pcs	Dustpan, Plastic, Big	150.00	300.00
3	3	pcs	Trash Bin with Cover, Medium	325.00	975.00
4	6	roll	trash Bag, 50pcs/roll, 24" x 32"	90.00	540.00
5	10	pcs	Pranella, Hankies, 15" x 15"	40.00	400.00
6	1	pc	Hair Blower, 3 Heat, 2 Speed Setting, 2200w	1,800.00	1,800.00
7	6	pcs	Durabox, 34ltrs Storage Box, Trans	480.00	2,880.00
8	2	pcs	Extension Wire, 5m, 3 Gang	235.00	470.00
9	1	pc	Dish Drainer, Plastic, 2 Layers	1,850.00	1,850.00
10	120	ream	Bond Paper, Short, 70gsm, S-20	195.00	23,400.00
11	125	ream	Bong Paper, Long, 70gsm, S20	215.00	26,875.00
12	150	pcs	Ballpen, 0.5, Black, Blue, Red	7.00	1,050.00
13	6	box	Pencil, 12pcs/box	90.00	540.00
14	100	pcs	Sign Pen, 0.5, Black, Red	25.00	2,500.00
15	6	jar	Glue, All Purpose, Clear, 200grams	85.00	510.00
16	2	pack	Folder Long, White, 100pcs/pack	450.00	900.00
17	1	pack	Folder Short, White, 100pcs/pack	400.00	400.00
18	2	pack	Carbon Paper, Black, Club	700.00	1,400.00
19	20	box	Paper Fastener, Metal, 100pcs/box	50.00	1,000.00
20	20	bottle	Stamp Pad Ink, Violet, 20ml	35.00	700.00
21	6	pcs	Stamp Pad, No. 2	55.00	330.00
22	2	pcs	Flash Drive, 3.0, 32GB	675.00	1,350.00
23	15	bottle	EPSON Ink, T6641, Black, 65ml	390.00	5,850.00
24	10	bottle	EPSON Ink, T6641, Cyan, 65ml	390.00	3,900.00
25	10	bottle	EPSON Ink, T6641, Magenta, 65ml	390.00	3,900.00
26	10	bottle	EPSON Ink, T6641, Yellow, 65ml	390.00	3,900.00
27	10	pad	DTR (CSC No. 48, 100pcs/pad	20.00	200.00
28	70	pcs	Correction Tape, 5m	41.00	2,870.00
29	1	pc	Pencil Sharpener, Heavy Duty	200.00	200.00
30	6	pcs	Stapler, Big, Heavy Duty	250.00	1,500.00
31	12	box	Staple Wire, #35	35.00	420.00
32	15	box	Paper Clips, Vinyl Coated, 50mm, 120gms	25.00	375.00
33	2	pcs	Puncher, Two Hole Punch, Big	195.00	390.00
34	6	pcs	Record Book, 500pages, 214mm x 278mm	95.00	570.00
35	12	bottle	Dishwashing Liquid, 500ml	95.00	1,140.00
36	40	bottle	Alcohol, 70%, 500ml	95.00	3,800.00
37	3	bottle	Air Freshener, Lemon Fresh, 280ml	250.00	750.00
38	3	bottle	Insecticides Odorless, 500ml	250.00	750.00
39	15	bag	Tissue Paper, 2ply, 12roll/bag	170.00	2,550.00
			***nothing follows***		-
<b>TOTAL</b>					<b>103,795.00</b>

**One Hundred Three Thousand Seven Hundred Ninety-Five 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**  
City Mayor
**OFFICE OF THE CITY AUDITOR**  
CITY OF TABACO

(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: Secretary to the Sanggunian

**RECEIVED**

DATE RECEIVED: **8/27/21**

RECEIVED BY: **[Signature]**

TIME RECEIVED: **3:30**