



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	TABACO GOOD LUCK ENTERPRISES	P.O No.:	21-08-0759
Address	TABACO CITY	Date:	AUG 19 2021
		Mode of Procurement:	SHOPPING B
		PR No./s	21-07-1124

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - CITY ASSESSOR OFFICE	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</b>					
1	5	ream	Bond Paper, A4, Subs 20	229.00	1,145.00
2	30	ream	Book Paper Subs 20, Short	199.00	5,970.00
3	20	ream	Book Paper Subs 20, Long	238.80	4,776.00
4	50	pcs	Ballpen, Black, Blue, Red, 0.05	15.75	787.50
5	20	p0cs	Sign Pen, Highe Tech Pen, Black, 0.03	79.00	1,580.00
6	3	pcs	Calculator, 12 Digits	580.00	1,740.00
7	25	dozen	Tissue, 2ply pack	99.50	2,487.50
8	20	pcs	Alcohol Rubbing 70%, 500ml	99.75	1,995.00
9	8	pcs	Disinfectant Spray, 300grams	399.00	3,192.00
10	20	bundle	Letter Envelope, 100pcs	199.50	3,990.00
11	50	pcs	Brown Envelope, Long	6.30	315.00
12	25	pcs	Brown Envelope, Short	5.30	132.50
13	50	pcs	Expanded Envelope, Long	44.50	2,225.00
14	25	pcs	Brown Folder, Long	6.30	157.50
15	25	pcs	Brown Folde, Short	5.30	132.50
16	50	pcs	Expanded Folder, Short	19.75	987.50
17	50	pcs	Expanded Folder, Long	24.75	1,237.50
18	30	pcs	Correction Tape, 10m	34.60	1,038.00
19	6	box	Continuous Form, 11 x 9.5, 2ply	696.00	4,176.00
20	6	box	Continuous Form, 11 x 9.5, 1ply	646.00	3,876.00
21	24	pcs	Tape Masking, 2"	84.75	2,034.00
22	24	pad	Yellow Tablet Paper	49.60	1,190.40
23	12	pcs	Pentel Pen Pilot, Black, Blue, Fine	49.75	597.00
24	12	pcs	Pentel Pen Pilot, Black, Blue, Broad	49.75	597.00
25	20	pcs	Dfile Book Binder	149.75	2,995.00
26	24	box	Fastener, Metal 50pcs	44.80	1,075.20
27	2	dozen	Pencil, 12pcs/box	107.00	214.00
28	25	pcs	Tape Transparent	19.75	493.75
			***nothing follows***		
				<b>TOTAL</b>	<b>51,136.85</b>

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY AUDITOR  
CITY OF TABACO

DATE RECEIVED: 9/22/21  
RECEIVED BY: [Signature]  
AMOUNT RECEIVED: 9,55

**Fifty-One Thousand One Hundred Thirty-Six Pesos and Eighty-Five 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]* Very Truly yours,  
*[Signature]*  
V. D. V. Arroz

**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.:

Certified Correct: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary to the Sanggunian