



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	JADIEM SCHOOL & OFFICE SUPPLIES DEPOT	P.O No.:	22-04-0198
Address	TABACO CITY	Date:	APR 19 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-03-0174

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:	30 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
<b>Supply &amp; Delivery of Office Supplies for Office Use</b>					
1	6	roll	Adhesive Tape/Double Sided Tape, 1/2"	40.00	240.00
2	52	pcs	Ballpen, Black and Blue, Ordinary	9.00	468.00
3	6	box	Binder Clip, 32mm, 12pcs/box	159.00	954.00
4	6	box	Binder Clip, 51mm, 12pcs/box	264.00	1,584.00
5	6	box	Binder Clip, 19mm, 12pcs/box	85.00	510.00
6	5	ream	Board/Special Paper Short/Long, 100pcs/pack	295.00	1,475.00
7	50	ream	Bond Paper, Subs 20, A4	225.00	11,250.00
8	50	ream	Bond Paper, Long, Subs 20	239.00	11,950.00
9	30	ream	Bond Paper, Short, Subs 20	210.00	6,300.00
10	100	pcs	Brown Envelope, Short/Long	6.00	600.00
11	6	pcs	Calculator, 12 Digits	535.00	3,210.00
12	24	pcs	Correction Tape, 8m	39.00	936.00
13	3	pcs	Cutter, L500, 18mm	58.00	174.00
14	6	pcs	Desk Tray File, 3 Layers, Metal	509.00	3,054.00
15	3	roll	Duck Tape, 2", Gray	86.00	258.00
16	12	pcs	Expandable Brown Envelope with String, Hard	62.00	744.00
17	37	pcs	Expandable Folder, Long, Colored	54.00	1,998.00
18	12	box	Fastener, Metal	178.00	2,136.00
19	12	box	Fastener, Plastic	54.00	648.00
20	6	pcs	File Folder, 2 Holes	127.00	762.00
21	12	pcs	Flash Drive, 16GB, 2.0	450.00	5,400.00
22	100	pcs	Folder White Long/Short	6.50	650.00
23	11	pcs	Highlighter Marker, Yellow	65.00	715.00
24	2	box	Mailing Envelope, Short/Long, 500pcs	342.00	684.00
25	12	jar	Office Paste, 200grams	97.00	1,164.00
26	12	roll	Packing Tape, 2"	49.00	588.00
27	12	box	Paper Clip, Big, 50mm, 100pcs/box	33.00	396.00
28	11	box	Paper Clip, Small, 33mm, 100pcs/box	17.00	187.00
29	2	pcs	Pencil Sharpener	354.00	708.00
30	12	box	Pencil, No. 2	108.00	1,296.00
31	6	pcs	Pentel Pen, Broad, Pilot, Black	45.00	270.00
32	6	pack	Photo Paper, A4, Glossy, 230gsm, 10pcs/pack	129.00	774.00
33	3	pcs	Plastic Envelope with String, Colored, Expanding	53.00	159.00
34	12	pcs	Post It Note Pad, 3 x 3	27.00	324.00
35	12	pcs	Post It Note Pad, 2 x 3	22.00	264.00
36	3	pcs	Puncher, 2 Holes	249.00	747.00
37	12	pcs	Record Book 500 Pages 214 x 278mm	245.00	2,940.00
38	5	pad	RER Form	45.00	225.00
39	2	pack	Rubber Band, #16, 50pcs/pack	45.00	90.00
40	12	pcs	Scissors	76.00	912.00
41	12	pcs	Sign Pen, Black, 0.5	31.00	372.00
42	24	pcs	Sign Pen, Black, 0.7	29.00	696.00
43	6	pcs	Sign Pen, Black, 0.8	87.00	522.00
44	3	pcs	Stamping Pad, No. 2	57.00	171.00
45	3	bottle	Stamp Pad Ink, Violet, 30ml	36.00	108.00
46	13	box	Staple Wire, No. 35, 5000pcs	59.00	767.00



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		PR No./s	<b>22-03-0174</b>

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Date of Delivery:			Payment Term:	<b>3 weeks</b>

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
47	6	pcs	Stapler, heavy Duty with Staple Remover	599.00	3,594.00
48	3	pack	Sticker Paper, A4, 10pcs/pack	58.00	174.00
49	2	pcs	Tape Dispenser	345.00	690.00
50	13	roll	Tape Transparent, 1'	28.00	364.00
51	12	roll	Tape Transparent, 2'	59.00	708.00
52	6	roll	USB Flash Drive, 32GB, 2.0	850.00	5,100.00
53	9	pcs	Whiteboard Marker, Black	47.00	423.00
			***nothing follows***		-
<b>TOTAL</b>					<b>81,433.00</b>

**Eighty-One Thousand Four Hundred Thirty-Three 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,  
**Clarisse B. Coronado** **CIELO KRISIEL LAGMAN-LUISTRO**  
 (Signature over printed name) (City Mayor)  
 (Date) *4/19/2022*

(In case of Negotiated Purchase pursuant to section 369 (a) of RA 9160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Certified Correct: \_\_\_\_\_ Secretary to the Sanggunian

