



PURCHASE ORDER

Tabaco City
LGU



Supplier	MAGIC 8 ENTERPRISES	P.O No.:	22-05-0316
Address	TABACO CITY	Date:	MAY 19 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-04-0308

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

Place of Delivery:	LGU-TABACO CITY -	CITY ARCHITECTS OFFICE	Delivery Term:	30 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Office Supplies for Office Use					
1	30	ream	Bond Paper, A4, Subs 20	235.75	7,072.50
2	30	ream	Bond Paper, Long, Subs 20	258.00	7,740.00
3	15	ream	Bond Paper, A3 Size, Subs 20	485.00	7,275.00
4	6	pack	Photo Paper, 10pcs/pack, A4 Size	110.00	660.00
5	40	pack	Special Paper, 10pcs/pack, Legal Size, Pale Cream Color	46.00	1,840.00
6	3	pad	Daily Time Record (DTR), 100pcs/pad	25.00	75.00
7	10	pcs	Notebook, Stenographer, 150 x 225mm, 60leaves	18.00	180.00
8	10	box	Sign Pen, 0.5mm, Black, 12pcs/box	390.00	3,900.00
9	10	box	Sign Pen, 0.5mm, Blue, 12pcs/box	390.00	3,900.00
10	5	box	Sign Pen, 0.5mm, Red, 12pcs/box	390.00	1,950.00
11	20	pcs	Ball Pen, Blue, 0.5, Ordinary	7.80	156.00
12	20	pcs	Ball Pen, Black, 0.5, Ordinary	7.80	156.00
13	6	box	Pencil, Lead with Eraser, 12pcs/box	97.50	585.00
14	25	pcs	Envelope, Documentary, Long	6.95	173.75
15	25	pcs	Envelope, Expanding, Long	21.50	537.50
16	10	box	Envelope, Mailing, 500pcs/box, Long	343.00	3,430.00
17	7	pcs	Data File, Made of Chipboard, with Closed Ends, 12 x 24 x 40cm	160.00	1,120.00
18	50	pcs	Folder, Pressboard, Plain, for Legal Size	22.65	1,132.50
19	50	pcs	Folder, File, Tagboard Equivalent, Legal Size	8.50	425.00
20	4	pcs	Glue, All Purpose, 100gms	31.00	124.00
21	5	set	Marker, Flourescent, Assorted Colors, 3 Colors/Set	105.50	527.50
22	10	box	Paper Clip, Vinyl Coated, 50mm, 100s/box	34.00	340.00
23	10	box	Paper Clip, Vinyl Coated, 32mm, 100s/box	18.00	180.00
24	15	box	Clip, Backfold, 25mm, 12pcs per box	50.00	750.00
25	15	box	Clip, Backfold, 32mm, 12pcs per box	65.00	975.00
26	15	box	Clip, Backfold, 50mm, 12pcs per box	84.50	1,267.50
27	5		Correction Tape, 8m x 5mm	34.50	172.50
28	10	pcs	Record Book 300 Pages, 280mm x 170mm	85.00	850.00
29	10	pcs	Record Book, 500 Pages, 280mm x 170mm	110.00	1,100.00
30	10	pcs	Ruler, 18", Plastic, 450mm x 38mm	36.50	365.00
31	2	pcs	Pencil Sharpener, Single Cutter, Heavy Duty	400.00	800.00
32	51	pcs	Plastic Envelope, Transparent, Ordinary, Long	11.00	561.00
33	11	pcs	Tape Masking, 48mm, 2", 50m	75.00	825.00
34	10	pcs	Tape, Transparent, 24mm, 1", 160m	25.00	250.00
35	4	pcs	Scissor, Symmetrical/Assymmetrical, 160mm	78.00	312.00
36	5	bottle	Stamp Pad Ink, Blue, 30ml	30.00	150.00
37	5	box	Staple Wire, No. 35, 5000pcs	46.00	230.00
38	10	pcs	Staple Wire Remover, Jaw Type, 3 x 4 x 6cm	43.50	435.00
39	10	pcs	stamp Pad, Felt Paper, No. 280mm x 120mm	45.00	450.00
40	5	pcs	Stapler Standard Type, Load Cap, 200 Staples Min	175.00	875.00
41	3	pcs	Tape Dispenser, Heavy Duty, 24mm	150.00	450.00
42	10	pcs	Flashdrive, 64GB, 3.0	1,050.00	10,500.00
43	2	pcs	File Tray, 3 Layers Plastic	550.00	1,100.00
			nothing follows		-
TOTAL					65,897.75

Sixty-Five Thousand Eight Hundred Ninety-Seven Pesos and Seventy-Five Centavos



PURCHASE ORDER

Tabaco City
LGU

Supplier	MAGIC 8 ENTERPRISES	P.O No.:	22-05-0710
Address	TABACO CITY	Date:	MAY 19 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-04-0308

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,

NESTOR T. SANTABLO
Acting City Mayor

(Signature over printed name)

(Date) 5-23-22

(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