



PURCHASE ORDER

Tabaco City
LGU

Supplier	TABACO GOOD LUCK ENTERPRISES	P.O No.:	22-04-0166 B
Address	TABACO CITY	Date:	APR 06 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-03-0166

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	PERSONNEL 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	10	pcs	Ballpen, Ordinary, 0.5, Black	10.50	105.00
2	20	pcs	Sign Pen, Black, 0.5mm	26.50	530.00
3	10	pcs	Sign Pen, Blue, 0.5mm	29.75	297.50
4	3	pad	Notepad, Stick-On, 3 x 4, 100 Sheet/Pad	54.30	162.90
5	2	unit	Calculator Desktop, 12 Digits	539.00	1,078.00
6	5	pcs	Eraser, Plastic/Rubber	15.50	77.50
7	20	pcs	Correction Tape, 10mm x 5mm	46.50	930.00
8	10	pcs	Marker Permanent, Black, Ordinary, Fine Type	46.50	465.00
9	5	pcs	Marker Permanent, Red, Ordinary, Fine Type	46.50	232.50
10	30	ream	Bond Paper, 70gsm, Subs 20, 500 Pages, Short	240.00	7,200.00
11	20	ream	Bond Paper, 70gsm, Subs 20, 500 Pages, Legal	277.00	5,540.00
12	10	box	Folder, Pressboard, Long, 39mm, Expansion, 100pcs/box, Color: Brown	2,511.00	25,110.00
13	5	pcs	Marker, Fluorescent, Highlighter	66.00	330.00
14	10	bundle	Folder Fancy with Slide, Legal, 50pcs/bundle, Color: Yellow	421.00	4,210.00
15	10	bundle	Folder, Fancy Short Size	297.00	2,970.00
16	2	box	Fastener, Plastic, Ordinary, 50pcs/box	55.00	110.00
17	10	box	Clip Backfold, 25mm, 12pcs/box	131.00	1,310.00
18	10	box	Clip Backfold, 50mm, 12pcs/box	265.00	2,650.00
19	3	box	Paper Clip, 33mm, 100pcs/box	18.00	54.00
20	6	unit	Stapler, Standard Type	223.00	1,338.00
21	5	box	Staple Wire, No. 35, 5000pcs/box	59.00	295.00
22	3	box	Pencil, #2, 12pcs/box	111.50	334.50
23	10	pack	Index Card, 5 x 8in, 100 Cards/Pack	57.50	575.00
24	5	book	Record Book, 500 Pages, 214 x 278mm	169.50	847.50
25	3	pcs	Ruler, Plastic, 18", 450mm x 38mm	36.50	109.50
26	2	box	Clip Binder, 2 Inches	68.50	137.00
27	5	pad	Daily Time Record, for JO Personnel	26.50	132.50
28	3	jar	Glue All Purpose, 13grams	88.00	264.00
29	3	roll	Double Sided Tape, 1 Inch, 10m	42.50	127.50
30	3	pcs	Puncher, Heavy Duty, Two Hole Guide	255.00	765.00
31	2	roll	Tape, Packaging, 48mm, 2", 30m	51.50	103.00
32	4	roll	Tape, Transparent, 24mm, 1", 50m	29.50	118.00
33	4	roll	Tape, Transparent, 48mm, 2", 50m	62.50	250.00
34	5	roll	Tape, Masking, 24mm, 1", 50m	42.50	212.50
35	5	roll	Tape, Masking, 48mm, 2", 50m	79.00	395.00
36	1	bottle	Stamp Pad Ink, Violet, 30ml	37.00	37.00
37	2	pcs	Staple Wire Remover, Jaw Type	43.00	86.00
38	20	pack	Tissue Paper, 2ply, 150pull, 12pcs/pack	175.00	3,500.00
39	5	bottle	Dishwashing Liquid, 500ml	99.75	498.75
40	5	pcs	Sponge Foam	34.50	172.50
41	3	pack	Trash Bags, Large, Black, 10pcs/pack	103.00	309.00
42	2	can	Air Freshener, Aerosol, 280ml	206.00	412.00
43	3	pack	Battery, AA, 2pcs/pack	90.00	270.00
44	4	pack	Battery, AAA, 2pcs/pack	112.00	448.00
			nothing follows		-
				TOTAL	65,099.65

Sixty-Five Thousand Ninety-Nine Pesos and Sixty-Five Centavos



PURCHASE ORDER

Tabaco City
LGU

Supplier	TABACO GOOD LUCK ENTERPRISES			P.O No.:	22-04-01838
Address	TABACO CITY			Date:	APR 06 2022
				Mode of Procurement:	SHOPPING B
				PR No./s	22-03-0166
Gentlemen:					
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Date of Delivery:				Payment Term:	3 weeks
Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
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,			
<i>J. D. Villar</i>		<i>[Signature]</i>			
(Signature over printed name)		CIELO KRISL LAGMAN-LUISTRO			
(Date)		City Mayor			
(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			

