



PURCHASE ORDER

Tabaco City
LGU

Supplier	MENBILL TRADING		P.O No.:	22-06-6455
Address	TABACO CITY		Date:	
			Mode of Procurement:	SHOPPING B
			PR No./s	22-05-0375 & 0376

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	HON ARNALDO B. BRAGAIS	Delivery Term:	2pc
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Office Supplies					
1	5	can	Disinfectant Spray, 500grams	275.00	1,375.00
2	5	gal	Alcohol, 70%, Ethyl, 1gal	370.00	1,850.00
3	25	bottle	Alcohol, 70%, Ethyl, 500ml	110.00	2,750.00
4	35	box	Face mask, 4ply, 50pcs/box	80.00	2,800.00
5	5	bottle	Dishwashing Liquid, 250ml	110.00	550.00
6	10	pack	Tissue Paper, 2ply, 159pulls, 12pcs/pack	145.00	1,450.00
7	5	pcs	Dishwashing Sponge/Scouring Pads	45.00	225.00
8	5	can	Insecticide Spray, 500ml	450.00	2,250.00
9	35	ream	Bond Paper, 70gsm, Subs 20, Short	180.00	6,300.00
10	35	ream	Bond Pper, 70gsm, Subs 20, Long	215.00	7,525.00
11	25	ream	Bond Pper, 70gsm, Subs 20, A4	190.00	4,750.00
12	1	unit	Calculator, Desktop, 12 Digits	540.00	540.00
13	1	box	Clip Backfold, 32mm, 12pcs/box	55.00	55.00
14	1	box	Clip Backfold, 50mm, 12pcs/box	90.00	90.00
15	5	pcs	Correction Tape, 10m x 5mm	35.00	175.00
16	1	pc	Cutter Knife, 9mm, 0.5 x 4 x 18cm	20.00	20.00
17	10	pad	Daily Time Record, for JO Personnel	25.00	250.00
18	2	roll	Double Sided Tape, 1inch, 10m	40.00	80.00
19	1	pack	Envelope Long, Plastic, Transparent, Ordinary, 20pcs/pack	240.00	240.00
20	1	box	Envelope, Mailing, White, Short, 500pcs/box	225.00	225.00
21	1	box	Fastener, Plastic, Ordinary, 50pcs/box	40.00	40.00
22	10	pcs	Folder, Pressboard, Long, 39mm Expansion	25.00	250.00
23	2	jar	Glue All Purpose, 130gms	55.00	110.00
24	2	box	Marker, Permanent, Black, Ordinary, Broad, 12pcs/box	540.00	1,080.00
25	1	box	Marker, Permanent, Red, Ordinary, Broad, 12pcs/box	540.00	540.00
26	2	pack	Notepad Stick On, 2 x 3, 100/s/pad/pack	45.00	90.00
27	3	box	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	18.00	54.00
28	3	box	Paper Clip, 50mm, Vinylnl/Plastic Coated, 100pcs/box	28.00	84.00
29	2	box	Pencil, #2, 12pcs/box	90.00	180.00
30	1	pack	Photopaper, Legal, Glossy, 10pcs/pack	95.00	95.00
31	1	pc	Scissor, Symmetrical/Assymmetrical, 160mm	80.00	80.00
32	3	box	Sign Pen, Black, 0.5mm, 12pcs/box	312.00	936.00
33	1	box	Sign Pen, Red, 0.5mm, 12pcs/box	312.00	312.00
34	3	box	Staple Wire #35, 5000pcs	35.00	105.00
35	1	unit	Stapler, Standard Type, Load Cap: 200staples Min	185.00	185.00
36	3	roll	Tape, Masking, 48mm, 2", 50cm	45.00	135.00
37	3	roll	Tape, Packaging, 48mm, 2", 50cm	35.00	105.00
38	1	box	Ballpen, Ordinary, 0.5, Black, 50pcs/box	350.00	350.00
			nothing follows		-
				TOTAL	38,231.00

Thirty-Eight Thousand Two Hundred Thirty-One Pesos



PURCHASE ORDER

Tabaco City
LGU

Supplier	MENBILL TRADING	P.O No.:	22-06-0459
Address	TABACO CITY	Date:	JUN 27 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-05-0375 & 0376

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 *Aia* Very Truly yours, *[Signature]*

<i>[Signature]</i> (Signature over printed name)	CIELO KRISSEL LAGMAN-LUISTRO City Mayor
(Date) <i>6/27/22</i>	

(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:	
	<i>Secretary to the Sanggunian</i>		

