



PURCHASE ORDER

Tabaco City
LGU

Supplier	LEGAZPI GENERAL MERCHANDISE	P.O No.:	22-10-0977
Address	LEGAZPI CITY	Date:	OCT 19 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-09-0976 & 0977

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

Place of Delivery:	LGU-TABACO CITY - CITY ACCOUNTING 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 and Other Supplies					
1	3	box	Clip, Blackfold, 19mm, 12pcs/box	25.00	75.00
2	1	box	Clip, Blackfold, 32mm, 12pcs/box	60.00	60.00
3	68	pcs	Correction Tape, 10m x 5mm	35.00	2,380.00
4	20	pcs	Envelope, Documentary, Short	5.00	100.00
5	20	pcs	Envelope, Documentary, Long	6.00	120.00
6	25	pad	DTR Form, for JO Personnel	25.00	625.00
7	10	pcs	Folder Press Board Long, 39mm Expansion	25.00	250.00
8	20	pcs	Folder, Fancy with Slider, Legal	15.00	300.00
9	15	pcs	Folder, with Tab, Ordinary, Legal	7.00	105.00
10	5	box	Fastener, Metal, Ordinary, 50pcs/box	65.00	325.00
11	5	box	Fastener, Plastic, Ordinary, 50pcs/box	40.00	200.00
12	1	jar	Glue, All Purpose, 130grms	60.00	60.00
13	5	pcs	Marker, Flourescent, Highlighter	65.00	325.00
14	2	pcs	Marker, Whiteboard, Black, Ordinary, Fine Type	35.00	70.00
15	4	pcs	Marker, Permanent Black, Ordinary, Fine Type	40.00	160.00
16	4	pcs	Marker, Permanent Blue, Ordinary, Fine Type	40.00	160.00
17	60	ream	Bond Paper 70gsm, Subs 20, 500pages, 8.5in x 11in, Short	220.00	13,200.00
18	45	ream	Bond Paper 70gsm, Subs 20, 500pages, 8.5in x 13in, Legal	240.00	10,800.00
19	20	ream	Bond Paper 70gsm, Subs 20, 500pages, 8.5in x 11.75in, A4	230.00	4,600.00
20	2	box	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	11.00	22.00
21	3	box	Paper Clip, m50mm, Vinyl/Plastic Coated, 100pcs/box	25.00	75.00
22	2	book	Record Book, 300pages, 280 x 170mm	80.00	160.00
23	2	book	Record Book, 500pages, 280 x 170mm	95.00	190.00
24	5	box	Rubber Band, 70mm #18, 350gms	218.00	1,090.00
25	4	pcs	Scissor, Sysmmetrical/Asymmetrical, 160mm	75.00	300.00
26	10	box	Signing Pen, Black, 0.5mm, 12pcs/box	360.00	3,600.00
27	10	box	Signing Pen, Blue, 0.5mm, 12pcs/box	360.00	3,600.00
28	5	box	Staple Wire, #35, 5000pcs	45.00	225.00
29	2	pcs	Staple Wire Remover, Jaw Tpe, 3 x 4 x 6cm	40.00	80.00
30	10	pcs	Stapler, Standard Type, Load Cap: 200 Staples Min	150.00	1,500.00
31	2	roll	Tape, Masking, 24mm (1"), 50m	35.00	70.00
32	5	roll	Tape, masking, 48mm (2"), 50m	80.00	400.00
33	2	roll	Tape Packaging, 48mm (2"), 30mm	45.00	90.00
34	10	roll	Tape Transparent, 24mm (1"), 50m	20.00	200.00
35	40	pcs	Ballpen Ordinary, 0.5, Black	6.00	240.00
36	40	pcs	Ballpen Ordinary, 0.5, Blue	6.00	240.00
37	3	pcs	Calculator, Desktop, 12 Digits	500.00	1,500.00
38	1	pc	Tape Dispenser	150.00	150.00
39	10	each	Curtain, Cloth for Windows 60in x 60in	310.00	3,100.00
40	5	pcs	Duct Tape	100.00	500.00
41	1	pack	trash Bag, XL, Black, 10pcs/pack	160.00	160.00
42	1	pack	Spoon Stainless, 12pcs/pack	123.00	123.00



PURCHASE ORDER

Tabaco City
LGU

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Supplier	LEGAZPI GENERAL MERCHANDISE	P.O No.:	22-10-0938
Address	LEGAZPI CITY	Date:	OCT 19 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-09-0976 & 0977

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	CITY ACCOUNTING OFFICE	Delivery Term:	30 cd	
Date of Delivery:			Payment Term:	3 weeks	
Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
43	1	pack	Fork Stainless, 12pcs/pack	123.00	123.00
44	1	pc	Wallclock	850.00	850.00
			nothing follows		
TOTAL					52,503.00

Fifty-Two Thousand Five Hundred 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: Very Truly yours,

Nelson Tolentino

CIELO KRISL LAGMAN-LUISTRO

(Signature over printed name)

City Mayor

(Date)

(In case of Negotiated Purchase pursuant to section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:

Date:

Certified Correct:

Secretary to the Sanggunian

