



PURCHASE ORDER

Tabaco City
LGU

Supplier	MAGIC 8 ENTERPRISES	P.O No.:	
Address	TABACO CITY	Date:	APR 26 2022
		Mode of Procurement:	SHOPPING B
		PR No./s	22-04-0250

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	CITY BUDGET 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	5	ream	Bond Paper, Short, 8.5" x 11", 70gms, Subs 20, 500pages	207.00	1,035.00
2	10	ream	Bond Paper, A4, 8.5" x 11.75", 70gms, Subs 20, 500pages	228.00	2,280.00
3	10	ream	Bond Paper, Legal, 8.5 " x 13", 70gms, Subs 20, 500 Pages	248.00	2,480.00
4	1	pc	Paper Cutter, Heavy Duty, 10 x 12 Inches	720.00	720.00
5	10	box	Pencil, #2, 12pcs/box	95.00	950.00
6	7	box	Sign Pen, 0.5, Blue, 12pcs/box	416.00	2,912.00
7	5	box	Sign Pen, 0.5, Black, 12pcs/box	416.00	2,080.00
8	12	box	Ballpen, Ordinary, 0.5, Black, 12pcs/box	95.00	1,140.00
9	12	box	Ballpen, Ordinary, 0.5, Blue, 12pcs/box	95.00	1,140.00
10	3	box	Ballpen, Ordinary, 0.5, Red, 12pcs/box	95.00	285.00
11	50	pcs	Correction Tape, 10m x 5mm	34.80	1,740.00
12	12	pcs	Correction Pen, 7ml, Fine Point	60.00	720.00
13	15	box	Staple Wire, #35, 5000pcs	45.00	675.00
14	2	pcs	Stapler Hevy Duty, Binder Type, Staple Size, 12mm & 17	890.00	1,780.00
15	12	pcs	Pentel Pen, Black	50.00	600.00
16	10	pcs	Marker, Whiteboard, Broad, Black, Ordinary	48.00	480.00
17	16	pack	DTR CSC No. 48, for JO 100pcs/pack	26.00	416.00
18	10	pcs	Transparent Tape, 24mm, 1", 50m	26.00	260.00
19	3	bottle	Stamp Pad Ink, 30ml, Violet	25.00	75.00
20	2	bottle	Stamp Pad Ink, 30ml, Blue	25.00	50.00
21	5	pcs	Stamp Pad, Felt Paper, No. 1, 90mm x 130mm	51.00	255.00
22	2	pcs	Dater Stamp, 35 x 5mm Imprint Size	75.00	150.00
23	50	pcs	Folder Expanded, Legal Size	23.00	1,150.00
24	50	pcs	Folder Ordinary, Legal Size, White	6.80	340.00
25	50	pcs	Folder Ordinary, Legal Size, Brown	6.80	340.00
26	2	box	Envelope, Expanding Brown, Short, 25pcs/box	375.00	750.00
27	2	box	Envelope, Expanding Brown, Long, 25pcs/box	450.00	900.00
28	3	pcs	Calculator, 12 Digits	480.00	1,440.00
29	1	pc	Pencil Sharpener, Single Cutter Head 9-10mm In Diameter, Heavy Duty	350.00	350.00
30	2	pcs	Puncher Heavy Duty, 2 Hole	255.00	510.00
31	2	pcs	Cutter, Regular	38.00	76.00
32	5	pcs	Packaging Tape, 48mm, 2", 30m, Clear	38.00	190.00
33	2	pcs	Duck Tape	110.00	220.00
34	3	pcs	Scissors, Symmetrical, 160mm	79.00	237.00
35	5	box	Clip Backfold 50mm, 12pcs/box	75.00	375.00
36	5	box	Clip Backfold 32mm, 12pcs/box	45.00	225.00
37	5	box	Clip Backfold 25mm, 12pcs/box	30.00	150.00
38	3	pcs	Glue Gun, Big, 12mm	300.00	900.00
39	20	pcs	Glue Stick, Big 12mm	12.00	240.00
40	5	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	33.80	169.00
41	20	pcs	Marker, Flourescent, Highlighter	38.90	778.00





PURCHASE ORDER

Tabaco City
LGU

Supplier	MAGIC 8 ENTERPRISES	P.O No.:	22-04-0249
Address	TABACO CITY	Date:	APR 26 2020
		Mode of Procurement:	SHOPPING B
		PR No./s	22-04-0250

Gentlemen:

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

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

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
42	5	pcs	Data File Box Made of Chipboard with Close Ends, 12 x 24 x 40cm	160.00	800.00
43	6	box	Fastener Plastic Ordinary, 50pcs/box	38.40	230.40
44	3	pcs	Record Book, 300 Pages, 214 x 278mm	140.00	420.00
45	4	pcs	Record Book, 500 Pages, 214 x 278mm	169.00	676.00
46	10	pcs	Double Sided Tape, White, 1", 10m	40.00	400.00
47	2	pcs	Keyboard Brush	73.00	146.00
48	3	box	Rubber Band, 70mm, #16, 50gms	45.00	135.00
49	3	box	Rubber Band, 70mm, #18, 350gms	175.00	525.00
50	5	pcs	Notepad Stick On, 3 x 4, 100 Sheets/pad	45.00	225.00
51	30	bottle	Alcohol, 70%, 500ml	113.00	3,390.00
52	15	bottle	Dishwashing Liquid, 250ml	95.00	1,425.00
53	50	pack	Tissue Paper, 2ply, 150pull, 12pcs/pack	156.00	7,800.00
54	24	pack	Trash Bag Large, Black, 10pcs/pack	100.00	2,400.00
55	6	can	Insecticide Spray, 300ml	260.00	1,560.00
56	5	bottle	Bleaching Solution, 1ltr	60.00	300.00
57	5	pack	Battery, AA, 4pcs/pack	127.00	635.00
58	12	can	Air Freshener, 280ml	180.00	2,160.00
59	6	pcs	Doormat, Cotton Cloth, 32 x 50cm	60.00	360.00
60	3	bottle	Toilet Cleaner, 500ml	90.00	270.00
61	24	pcs	Monoblock Chairs, White, with Backrest	580.00	13,920.00
			nothing follows		-
TOTAL					69,290.40

Sixty-Nine Thousand Two Hundred Ninety Pesos and Forty Centavos

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,	
(Signature over printed name)	CIELO KRISSEL LAGMAN-LUISTRO	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	