



# PURCHASE ORDER

Tabaco City  
LGU

BAC

Supplier	<b>LDB OFFICE &amp; SCHOOL SUPPLIES TRADING</b>	P.O No.:	23-07-0768
Address	<b>PANAL, TABACO CITY</b>	Date:	JUL 19 2023
		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	<b>23-06-0760</b>

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	<b>GENERAL SERVICES OFFICE (GSO)</b>	Delivery Term:	20 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
<b>Supply &amp; Delivery of Various Office Supplies for VMO, SP and SP Secretariat</b>					
1	99	pcs	Ballpen, Super Fine Point, 0.5mm, Black <b>(FABER CASTELL)</b>	12.50	1,237.50
2	36	pcs	Ballpen, Super Fine Point, 0.5mm, Red <b>(FABER CASTELL)</b>	12.50	450.00
3	10	box	Ballpen, Ordinary, 0.5mm, Black, 12pcs/box <b>(HBW)</b>	83.00	830.00
4	3	box	Ballpen, Ordinary, 0.5mm, Blue, 12pcs/box <b>(HBW)</b>	83.00	249.00
5	5	box	Ballpen, Ordinary, 0.5mm, Black, 50pcs/box <b>(HBW)</b>	483.00	2,415.00
6	1	box	Ballpen, Ordinary, 0.5mm, Blue, 50pcs/box <b>(HBW)</b>	483.00	483.00
7	1	box	Ballpen, Ordinary, 0.5mm, Red, 50pcs/box <b>(HBW)</b>	483.00	483.00
8	170	ream	Bond Paper, 70gsm, Subs 20, 500pages, A4, 29.7 x 21 x 5cm <b>(COPY)</b>	260.00	44,200.00
9	339	ream	Bond Paper, 70gsm, Subs 20, 500pages, Legal, 33 x 21.5 x 5cm <b>(COPY)</b>	280.00	94,920.00
10	248	ream	Bond Paper, 70gsm, Subs 20, 500pages, Short, 28 x 21.5 x 5cm <b>(COPY)</b>	239.00	59,272.00
11	7	unit	Calculator, Desktop, 12 Digits, with Mark-Up Calculation and Tax Calculation <b>(CANON)</b>	860.00	6,020.00
12	1	box	Carbon Paper Film, Legal, 100;cs/box <b>(CLUB)</b>	985.00	985.00
13	25	pcs	Cartolina, Assorted Colors	9.50	237.50
14	2	pack	Certificate Paper, 200gsm, A4, 10pcs/pack <b>(WORX)</b>	33.50	67.00
15	8	pack	Certificate Paper, 200gsm, Long, 10pcs/pack <b>(WORX)</b>	53.50	428.00
16	8	pack	Certificate Paper, 200gsm, Short, 10pcs/pack <b>(WORX)</b>	46.50	372.00
17	23	box	Clip Backfold, 19mm, 12pcs/box <b>(JOY)</b>	30.00	690.00
18	15	box	Clip Backfold, 25mm, 12pcs/box <b>(JOY)</b>	37.75	566.25
19	22	box	Clip Backfold, 32mm, 12pcs/box <b>(JOY)</b>	53.50	1,177.00
20	15	box	Clip Backfold, 50mm, 12pcs/box <b>(JOY)</b>	106.00	1,590.00
21	94	pcs	Correction Tape, White, 10m x 5mm <b>(JOY)</b>	47.50	4,465.00
22	62	pcs	Correction Tape, White, 8m x 5mm <b>(JOY)</b>	31.00	1,922.00
23	2	pcs	Cutter, 18mm, Heavy Duty, L500 <b>(JOY)</b>	158.00	316.00
24	3	box	Cutter Blade, Refill, 9mm, 10pcs <b>(JOY)</b>	65.00	195.00
25	5	box	Cutter Blade, Refill, 18mm, 10pcs <b>(JOY)</b>	73.00	365.00
26	2	pcs	Cutter knife, 9mm, 0.5 x 4 x 18cm <b>(JOY)</b>	12.50	25.00
27	2	pcs	Cutter knife, 18mm, 2 x 5 x 20cm <b>(JOY)</b>	20.00	40.00
28	11	pack	Daily Time Record, for Personnel, Form 48, 500pcs/pack	130.00	1,430.00
29	27	pcs	Stand File Box, made of Chipboard, with Closed Ends, 12 x 24 x 40cm <b>(VARIANT)</b>	190.00	5,130.00
30	4	pcs	Dater Stamp with Received, 35 x 5mm Imprint Size <b>(JOY)</b>	72.50	290.00
31	10	roll	Double Sided Tape, 1inch, 10m <b>(BEST BUY)</b>	37.00	370.00
32	4	box	Mailing Envelope, White, Long, 500pcs/box	385.00	1,540.00
33	5	box	Mailing Envelope, White, Short, 500pcs/box	275.00	1,375.00



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	<b>LDB OFFICE &amp; SCHOOL SUPPLIES TRADING</b>	P.O No.:	23 -07 - 0768
Address	<b>PANAL, TABACO CITY</b>	Date:	JUL 19 2023
		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	<b>23-06-0760</b>

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	<b>GENERAL SERVICES OFFICE (GSO)</b>	Delivery Term:	20 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
34	95	pcs	Documentary Envelope, Short	4.50	427.50
35	62	pcs	Documentary Envelope, Long	5.25	325.50
36	2	box	Documentary Envelope, Short, 100pcs/box	470.00	940.00
37	3	box	Documentary Envelope, Long, 100pcs/box	565.00	1,695.00
38	64	pcs	Expanding Envelope, Brown, Long with String ( <b>EAGLE</b> )	18.75	1,200.00
39	4	box	Expanding Envelope, Brown, Long, with String, 25pcs/box ( <b>EAGLE</b> )	450.00	1,800.00
40	1	box	Expanding Envelope, Brown, Long, with String, 100pcs/box ( <b>EAGLE</b> )	1,800.00	1,800.00
41	1	pcs	Envelope, Expanding, Plastic, Short, with Push Lock ( <b>EAGLE</b> )	95.00	95.00
42	2	box	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box ( <b>EAGLE</b> )	950.00	1,900.00
43	3	box	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box ( <b>EAGLE</b> )	1,280.00	3,840.00
44	30	pcs	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box ( <b>EAGLE</b> )	9.75	292.50
45	65	pcs	Envelope, Plastic, Transparent, Ordinary, Long ( <b>EAGLE</b> )	12.00	780.00
46	10	pcs	Expanding File Folder Organizer, Long, with at least 12 pockets, Garter Lock with Tab, Green ( <b>EAGLE</b> )	180.00	1,800.00
47	10	box	Fastener, Metal, Ordinary, 50set/box ( <b>TM</b> )	52.25	522.50
48	21	box	Fastener, Plastic, Ordinary, 50set/box ( <b>APPLE</b> )	39.75	834.75
49	2	pcs	File Tray, 3 Layers, Metal ( <b>SMART</b> )	575.00	1,150.00
50	50	pcs	Folder with Tab, White, A4 ( <b>EAGLE</b> )	5.50	275.00
51	688	pcs	Folder with Tab, White, Legal ( <b>EAGLE</b> )	8.50	5,848.00
52	379	pcs	Folder with Tab, White, Short ( <b>EAGLE</b> )	7.50	2,842.50
53	1	bundle	Folder, Fancy with Slide, Legal, 50pcs/bundle ( <b>EAGLE</b> )	420.00	420.00
54	65	pcs	Pressboard Folder, US, Yellow, Long ( <b>EAGLE</b> )	21.50	1,397.50
55	125	pcs	Pressboard Folder, Long, 240mm x 370mm, 39mm, Expansion ( <b>EAGLE</b> )	22.00	2,750.00
56	4	jar	Glue All-Purpose, 100gms ( <b>ELMER'S</b> )	40.00	160.00
57	5	jar	Glue All-Purpose, 130gms ( <b>ELMER'S</b> )	57.75	288.75
58	4	jar	Glue All-Purpose, 240gms ( <b>ELMER'S</b> )	113.00	452.00
59	3	bottle	Marker Permanent Ink Refill, Black, 50ml ( <b>PILOT</b> )	160.00	480.00
60	3	set	Marker, Fluorescent, 3 Assorted Colors/Set ( <b>FABER CASTEL</b> )	140.00	420.00
61	1	pc	Marker, Highlighter, Yellow ( <b>FABER CASTEL</b> )	30.00	30.00
62	3	pcs	Marker, Permanent, Black, Ordinary, Broad Type ( <b>PILOT</b> )	45.00	135.00
63	2	box	Marker, Permanent, Black, Ordinary, Broad Type, 12pcs/pack ( <b>PILOT</b> )	580.00	1,160.00
64	4	box	Marker, Permanent, Black, Ordinary, Fine Type, 12pcs/box ( <b>PILOT</b> )	580.00	2,320.00



# PURCHASE ORDER

Tabaco City  
LGU

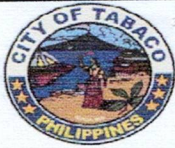
Supplier	<b>LDB OFFICE &amp; SCHOOL SUPPLIES TRADING</b>	P.O No.:	23-07-0768
Address	PANAL, TABACO CITY	Date:	JUL 19 2023
		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	23-06-0760

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	<b>GENERAL SERVICES OFFICE (GSO)</b>	Delivery Term:	20 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
65	1	box	Marker, Permanent, Blue, Ordinary, Broad Type, 12pcs/box <b>(PILOT)</b>	570.00	570.00
66	1	box	Marker, Permanent, Blue, Ordinary, Fine Type, 12pcs/box <b>(PILOT)</b>	579.75	579.75
67	1	box	Marker, Permanent, Red, Ordinary, Broad Type, 12pcs/box <b>(PILOT)</b>	579.75	579.75
68	3	pcs	Marker, Whiteboard, Black, Ordinary, Fine Type <b>(PILOT)</b>	47.00	141.00
69	1	box	Marker, Whiteboard, Red, Ordinary, Broad Type, 12pcs/box <b>(PILOT)</b>	760.00	760.00
70	1	pc	Marker, Whiteboard, Red, Ordinary, Fine Type <b>(PILOT)</b>	55.00	55.00
71	5	pad	Sticky Note, 2 x 3, 100sheets/pad, Neon Colors <b>(POST-IT)</b>	23.00	115.00
72	2	pack	Sticky Note, 2 x 3, 100sheets, 12pads/pack, Neon Colors <b>(POST-IT)</b>	285.00	570.00
73	1	pack	Sticky Note, 3 x 3, 100sheets, 12pads/pack, Neon Colors <b>(POST-IT)</b>	465.00	465.00
74	5	pad	Ruled Pad Paper, Yellow, 90leaves <b>(VICTORY)</b>	45.75	228.75
75	245	box	Paper Clip, 33mm, Vinyl, Plastic Coated, 100pcs/box <b>(JOY)</b>	19.50	4,777.50
76	105	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box <b>(JOY)</b>	35.75	3,753.75
77	1	pc	Paper trimmer, Heavy Duty, 10 x 12inches, A4, Wood <b>(QUAFF)</b>	1,160.00	1,160.00
78	13	box	Pencil, #2, 12pcs/box <b>(MONGOL)</b>	120.00	1,560.00
79	2	pcs	Pencil Sharpener, Single Cutter Head, 9-10mm in diameter, Heavy Duty <b>(HBW)</b>	350.00	700.00
80	1	pack	Photo paper, A4, Glossy, 10sheets/pack, 180gsm <b>(ASIA)</b>	105.00	105.00
81	7	pack	Photo paper, A4, Glossy, 10sheets/pack, 230gsm <b>(ASIA)</b>	140.00	980.00
82	2	pack	Photo paper, Legal, Glossy, 10pcs/pack, 230gsm <b>(ASIA)</b>	275.00	550.00
83	3	pcs	Puncher, Heavy Duty, 2 Hole Guide <b>(HBW)</b>	265.00	795.00
84	4	box	Push Pin, Assorted Color, 100pcs/box <b>(HBW)</b>	44.00	176.00
85	11	pcs	Record Book, 200pages, 280 x 170mm <b>(ADVANCE)</b>	75.00	825.00
86	7	pcs	Record Book, 300pages, 280 x 170mm <b>(ADVANCE)</b>	86.00	602.00
87	14	pcs	record Book, 500pages, 280 x 170mm <b>(ADVANCE)</b>	115.75	1,620.50
88	5	pcs	Record Book, 300pages, 214 x 278mm <b>(ADVANCE)</b>	225.00	1,125.00
89	15	pcs	Record Book, 500pages, 214 x 278mm <b>(ADVANCE)</b>	279.00	4,185.00
90	3	box	Rubber Band, 70mm, #18, 350gms <b>(BRITE)</b>	265.00	795.00
91	2	pcs	Ruler, Plastic, 18", 450mm x 38mm <b>(ORION)</b>	60.00	120.00
92	4	pcs	Scissors, Symmetrical/Asymmetrical, 160mm <b>(ORION)</b>	100.00	400.00
93	7	pcs	Sign Pen, Black, Gel Pen, 0.5mm <b>(MYGEL)</b>	28.50	199.50
94	24	pcs	Sign Pen, Blue, Gel Pen, 0.5mm <b>(MYGEL)</b>	28.50	684.00



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	LDB OFFICE & SCHOOL SUPPLIES TRADING	P.O No.:	23-07-0768
Address	PANAL, TABACO CITY	Date:	JUL 19 2023
		Mode of Procurement:	SHOPPING B
		PR No./s	23-06-0760

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	GENERAL SERVICES OFFICE (GSO)	Delivery Term:	20 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
95	23	box	Sign Pen, Black, Gel Pen, 0.5mm, 10pcs/box (MYGEL)	295.00	6,785.00
96	7	box	Sign Pen, Blue, Gel Pen, 0.5mm, 10pcs/box (MYGEL)	295.00	2,065.00
97	7	box	Sign Pen, Red, Gel Pen, 0.5mm, 10pcs/box (MYGEL)	295.00	2,065.00
98	82	pcs	Sign Pen, Hi-Tech Point Roller ball Pen, 0.7mm, Black (PILOT)	68.00	5,576.00
99	15	pack	Special Paper Board, 220gsm, Long, Cream Color, 10sheet/pack (WORX)	49.50	742.50
100	15	pack	Specialty Paper Board, 200gsm, A4, Beige Color, 10sheet/pack (WORX)	50.00	750.00
101	5	pack	Specialty Paper Board, 200gsm, Short, White Color, 10sheet/pack (WORX)	42.75	213.75
102	7	pcs	Stamp Pad Ink, Blue, 30ml (HBW)	44.00	308.00
103	2	pcs	Stamp Pad, Felt Paper, No.1 (JOY)	90.00	180.00
104	1	pc	Stamp Pad, Felt Paper, No.3 (JOY)	70.50	70.50
105	83	box	Staple Wire No. 35, 5000pcs (JOY)	50.00	4,150.00
106	30	box	Staple Wire, Heavy Duty, 23/13 (JOY)	46.50	1,395.00
107	5	pcs	Staple Wire Remover, Jaw Type (JOY)	39.00	195.00
108	7	pcs	Staple Wire Remover, Plier Type (JOY)	68.75	481.25
109	12	unit	Stapler, Standard Type, Load Cap: 200staples min (JOY)	165.00	1,980.00
110	5	pack	Sticker Paper, 80gsm, Glossy, A4, 10sheet/pack (ASIA)	52.00	260.00
111	6	unit	Tape, Dispenser, Heavy Duty, 24mm (HBW)	155.25	931.50
112	5	roll	Tape, Masking, 24mm, 1", 50m (CROCO)	43.50	217.50
113	9	roll	Tape, Masking, 48mm, 2", 50m (CROCO)	90.00	810.00
114	9	roll	Tape, Packaging, 48mm, 2", 50m (CROCO)	52.00	468.00
115	9	roll	Tape, Transparent, 24mm, 1", 50m (CROCO)	25.00	225.00
116	13	roll	Tape, Transparent, 48mm, 2", 50m (CROCO)	50.00	650.00
			***nothing follows***		-
<b>TOTAL</b>					<b>332,213.25</b>

**Three Hundred Thirty Two Thousand Two Hundred Thirteen Pesos and Twenty Five 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,  
**CIELO KRISSEL LAGMAN-LUISTRO**  
City Mayor  
 (Signature over printed name)  
 (Date) JUL 24 2023

(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

