



PURCHASE ORDER

Tabaco City
LGU

Supplier	KRMKA GENERAL MERCHANDISE	P.O No.:	33-10 - 1249
Address	P-5 SAN CARLOS, TABACO CITY	Date:	OCT 06 2023
		Mode of Procurement:	SHOPPING B
		PR No./s	23-09-1260

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	Delivery Term:	20 cd
Date of Delivery:	GENERAL SERVICES OFFICE (GSO)	Payment Term:	3 weeks
Item No.	Qty	Unit	DESCRIPTION

Supply & Delivery of Various Filing & Storage Supplies for Executive Departments

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
1	1	box	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black	749.00	749.00
2	2	piece	Binding Rings, Plastic, 6mm (1/4"), Black	7.55	15.10
3	2	piece	Binding Rings, Plastic, 8mm (5/16"), Black	9.00	18.00
4	2	piece	Binding Rings, Plastic, 10mm (3/8"), Black	10.50	21.00
5	4	piece	Clear book, Long, 20 leaves (P/X)	50.50	202.00
6	30	piece	Clear Folder, Long, Sliding (VALIANT)	22.00	660.00
7	30	piece	Clear Folder, A4, Sliding (VALIANT)	20.00	600.00
8	10	piece	Clipboard Long, plastic, 9"x13" (P/X)	71.00	710.00
9	93	piece	Stand File Box, made of chipboard, with closed ends, 12x24x40cm (P/X)	190.00	17,670.00
10	14	piece	Data Folder, made of chipboard, taglia lock, with lever arch file mechanism, 75x230x380mm, (blue/green) (P/X)	185.00	2,590.00
11	18	box	Mailing Envelope, White, Long, 500pcs/box (ADVANCE)	379.00	6,822.00
12	3	box	Mailing Envelope, White, Short, 500pcs/box (ADVANCE)	769.00	2,307.00
13	585	piece	Documentary Envelope, Short (KRAFT)	4.50	2,632.50
14	714	piece	Documentary Envelope, Long (KRAFT)	5.50	3,927.00
15	16	box	Documentary Envelope, Short, 100pcs/box (KRAFT)	450.00	7,200.00
16	21	box	Documentary Envelope, Long, 100pcs/box (KRAFT)	550.00	11,550.00
17	620	piece	Expanding Envelope, Brown, Long with String (P/X)	19.50	12,090.00
18	15	box	Expanding Envelope, Brown, Long, with string, 25pcs/box (P/X)	450.00	6,750.00
19	2	box	Expanding Envelope, Brown, Short, with string, 25pcs/box (P/X)	412.50	825.00
20	25	box	Expanding Envelope, Brown, Long, with string, 100pcs/box (P/X)	1,800.00	45,000.00
21	12	piece	Envelope, Expanding, Plastic, Long with push lock, Colored (P/X)	159.00	1,908.00
22	24	piece	Envelope, Expanding, Plastic, Long with string, Colored (P/X)	105.00	2,520.00
23	420	piece	Envelope, Plastic, Transparent, Ordinary, Long	11.00	4,620.00
24	6	pack	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack	220.00	1,320.00
25	1	box	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box	1,100.00	1,100.00
26	1	box	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box	1,000.00	1,000.00
27	24	piece	Plastic Envelope Brown, Long	14.00	336.00
28	15	piece	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green) (JOY)	179.00	2,685.00
29	145	box	Fastener, Metal, Ordinary, 50 sets/box (JOY)	52.00	7,540.00



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30	12	box	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box (JOY)	139.00	1,668.00	20 cd	
31	12	box	Fastener, Plastic, 8½" long, 70mm, 50 sets/box (JOY)	195.00	2,340.00		
32	191	box	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box (JOY)	42.00	8,022.00		
33	7	piece	File Tray, 2 Layers, Metal (JK)	417.00	2,919.00		
34	30	piece	File Tray, 3 Layers, Metal (JK)	565.00	16,950.00		
35	4	piece	File Tray, 3 Layers, Plastic (JK)	550.00	2,200.00		
36	3257	piece	Folder with Tab, Legal, White (P/X)	7.00	22,799.00		
37	1870	piece	Folder with Tab, Short, White (P/X)	6.00	11,220.00		
38	350	piece	Folder with Tab, Short, Brown (P/X)	6.00	2,100.00		
39	738	piece	Folder with Tab, Long, Brown (P/X)	7.00	5,166.00		
40	10	piece	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color (P/X)	119.00	1,190.00		
41	40	piece	Plastic Folder Long (colored)	14.00	560.00		
42	40	piece	Plastic Folder Short (colored)	13.00	520.00		
43	51	piece	Transparent plastic folder (long)	11.00	561.00		
44	50	piece	Pressboard Folder, US, Yellow, long (P/X)	22.00	1,100.00		
45	1	box	Pressboard Folder, Local, A4 size, 100pcs/box (P/X)	650.00	650.00		
46	237	piece	Pressboard Folder, Long (240mm x 370mm), 39mm expansion (P/X)	22.00	5,214.00		
47	24	box	Pressboard Folder, Long (240mm x 370mm), 39mm expansion, 100pcs/box, Green (P/X)	2,200.00	52,800.00		
48	1	box	Pressboard Folder, Long (240mm x 370mm), 39mm expansion, 100pcs/box, Blue (P/X)	2,200.00	2,200.00		
49	1	box	Pressboard Folder, Long (240mm x 370mm), 39mm expansion, 100pcs/box, Orange (P/X)	2,200.00	2,200.00		
50	1	box	Pressboard Folder, Long (240mm x 370mm), 39mm expansion, 100pcs/box, Red (P/X)	2,200.00	2,200.00		
51	1	box	Pressboard Folder, Long (240mm x 370mm), 39mm expansion, 100pcs/box, Yellow (P/X)	2,200.00	2,200.00		
52	25	piece	Colored Thick File Folder(Green) (P/X)	25.00	625.00		
53	20	piece	Colored Thick File Folder(Yellow) (P/X)	25.00	500.00		
54	12	piece	Lever, Arch File with Ring Binder, Long, 2.5", 7cm (UK OFFICE)	239.00	2,868.00		
55	4	piece	Lever, Arch File with Ring Binder, Long, 3", 7cm (UK OFFICE)	285.00	1,140.00		
56	4	piece	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	569.00	2,276.00		



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		PR No./s	23-09-1260

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Date of Delivery:			Payment Term:	3 weeks	
Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
57	1	box	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box (JOY)	479.00	479.00
58	1	roll	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m	2,499.00	2,499.00
			nothing follows		
			TOTAL		302,533.60

Three Hundred Two Thousand Five Hundred Thirty Three Pesos and Sixty 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]
(Signature over printed name)

CIELO KRISSEL LAGMAN-LUISTRO
City Mayor

(Date) 16/9/2023

(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

Date:

By: *[Signature]*

