



PURCHASE ORDER

Tabaco City
LGU

Supplier	XIAN SCHOOL AND OFFICE SUPPLIES DEPOT	P.O No.:	24-04-0319
Address	P-4 BARANGHAWON, TABACO CITY	Date:	APR 23 2024
		Mode of Procurement:	SHOPPING B
		PR No./s	24-04-0345

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

Place of Delivery:	LGU-TABACO CITY	SCHOOLS DIVISION OFFICE (SDO)	Delivery Term:	10cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Various Supplies for Secretariat in Preparation for the Palarong Bicol 2024					
1	15	ream	Bond Paper, 70gsm, Subs 20, 500pages, A4 (ADVANCE)	210.00	3,150.00
2	10	ream	Bond Paper, 70gsm, Subs 20, 500pages, Legal (ADVANCE)	230.00	2,300.00
3	20	pack	Certificate Paper, 200gsm, A4, 10pcs/pack (VELLUM)	35.00	700.00
4	20	pack	Certificate Paper, 200gsm, Legal, 10pcs/pack (VELLUM)	40.00	800.00
5	5	book	Record Book, 300pages, 280 x 170mm (ADVANCE)	89.00	445.00
6	1	box	Marker, Permanent, Refillable, Broad Type, 12pcs/box, Black (PILOT)	580.00	580.00
7	1	box	Marker, Permanent, Refillable, Broad Type, 12pcs/box, Blue (PILOT)	580.00	580.00
8	1	box	Marker, Permanent, Refillable, Fine Type, 12pcs/box, Black (PILOT)	580.00	580.00
9	8	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box, Black (MY GEL)	175.00	1,400.00
10	5	pcs	Sign Pen, Gel Ink Roller ball Pen, 0.4mm Ultra-Fine Tip, Green (G-TECH)	80.00	400.00
11	4	box	Sign Pen, Gel Pen, 0.5mm, 12pcs/box, Black (ENERGEL)	401.00	1,604.00
12	1	pc	Pencil Sharpener, Single Cutter Head, heavy Duty (HBW)	323.00	323.00
13	5	box	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box (FABER CASTEL)	115.00	575.00
14	8	box	Fastener, Plastic, 7cm, Assorted Colors, 50sets/box (HBW)	60.00	480.00
15	1	box	Folder, Pressboard, Long, 39mm Expansion, Green, 100pcs/box (SWAN)	2,700.00	2,700.00
16	5	pcs	Scissors, Symmetrical/Asymmetrical, 160mm (HBW)	73.00	365.00
17	10	jar	Glue All-Purpose, Quick Dry, 240gms (ELMERS GLUE)	120.00	1,200.00
18	20	pcs	Correction Tape, White, 10m x 5mm (HBW)	40.00	800.00
19	10	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box (TM)	27.00	270.00
20	12	box	Staple Wire No. 35, 5000pcs/box (PRINCE)	50.00	600.00
21	1	pc	Puncher, Heavy Duty, 2 Hole Guide (HBW)	255.00	255.00
22	1	pc	Dater Stamp with Received, 35 x 5mm, Imprint Size (PRINCE)	74.00	74.00
23	10	bottle	EPSON Printer Ink, T00V100/003 Black, 65ml, Original Genuine Ink	280.00	2,800.00
24	8	bottle	EPSON Printer Ink, T00V200/003 Cyan, 65ml, Original Genuine Ink	300.00	2,400.00



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25	8	bottle	EPSON Printer Ink, T00V300/003 Magenta, 65ml, Original Genuine Ink	300.00	2,400.00
26	8	bottle	EPSON printer Ink, T00V400/003 Yellow, 65ml, Original Genuine Ink	300.00	2,400.00
27	4	unit	Flash Drive, USB 64GB, 3.0 (KINGSTONE)	930.00	3,720.00
28	50	pcs	Certificate Jacket A4 (HBW)	60.00	3,000.00
29	400	pcs	Lanyard (ADVENTURE)	15.00	6,000.00
30	4	roll	Laminating Film, 5 x 50mtrs (QUAFF)	1,400.00	5,600.00
31	5	pcs	Highlighter (HBW)	35.00	175.00
			nothing follows		-
				TOTAL	48,676.00

Forty Eight Thousand Six Hundred Seventy Six 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: *[Signature]* Very Truly yours,

LALAIN B. ADTOON

(Signature over printed name)

(Date) 04-23-24

CIELO KRISEL LAGMAN-LUISTRO

City Mayor

(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