



PURCHASE ORDER

Tabaco City
LGU

Supplier	CPO COMPUTER CENTER	P.O No.:	25-03-0116
Address	ZIGA AVE., SAN JUAN, TABACO CITY	Date:	MAR 04 2025
		Mode of Procurement:	SHOPPING B
		PR No./s	25-02-0042

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	CITY MAYORS OFFICE (MO-HRMO)	Delivery Term:	10 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Various Office Supplies for HRM Office					
1	5	box	Sign Pen, Red, 0.5mm, 12pcs/box (DONGAH)	407.00	2,035.00
2	2	pack	Photopaper, Legal Glossy, 20pcs/pack, 180gsm (ELITE)	103.75	207.50
3	15	pack	Specialty, Board Paper, 220gsm, Short, Plain, 10sheet/pack (VELLUM)	40.00	600.00
4	5	pack	Sticker Paper, 80gsm, Glossy, A4, 10sheet/pack (VELLUM)	54.00	270.00
5	5	pack	Index Card, 5 x 8in, 100card/pack	57.50	287.50
6	4	pcs	Ruler Plastic 18" 450mm x 38mm	59.00	236.00
7	8	roll	Tape Masking, 24mm (1") 25y (CROCODILE)	49.00	392.00
8	8	roll	Tape Masking, 48mm (2") 25y (CROCODILE)	99.00	792.00
9	12	set	Marker, Highlighter, Flourescent, 3 Assorted Color/set (FABER CASTELL)	161.00	1,932.00
10	10	box	Marker, Permanent, Black, Refillable, Broad Type, 12pcs/box (PILOT)	538.00	5,380.00
11	10	box	Marker, Permanent, Black, Refillable, Fine Type, 12pcs/box (PILOT)	538.00	5,380.00
12	8	box	Marker, Permanent, Red Refillable, Broad Type, 12pcs/box (PILOT)	538.00	4,304.00
13	7	box	Marker, Permanent, Red Refillable, Fine Type, 12pcs/box (PILOT)	538.00	3,766.00
14	10	box	Marker, Whiteboard, Black, Refillable, Fine Type, 12pcs/box (PILOT)	495.00	4,950.00
15	7	box	Marker, Whiteboard, Black, Refillable, Broad Type, 12pcs/box (PILOT)	495.00	3,465.00
16	4	pcs	Pencil Sharpener, Single Cutter Head, Heavy Duty (HBW)	389.00	1,556.00
17	5	unit	Calculator, Desktop, 12 Digits with Mark-Up Calculation and Tax Calculation (CASIO)	675.00	3,375.00
18	4	box	Rubber Band, Big Size, 350grms, 70mm, #18 (RUBBER)	225.00	900.00
19	3	pcs	Cutter Heavy Duty, L50-0, 18mm (JOY)	475.00	1,425.00
20	3	box	Cutter Blade, Refill, 18mm, 10pcs	35.00	105.00
21	8	roll	Double Sided Tape, 1in, 10m (CROCODILE)	41.00	328.00
22	4	roll	Duct Tape, Gray 48mm x 20m (CROCODILE)	110.00	440.00
23	6	pcs	Glue, All-Purpose, Quick Dry, 240gms (ELMER)	134.00	804.00
24	4	pcs	Glue Gun, Big, 12mm (DOLPHIN)	393.00	1,572.00
25	7	pack	Glue Stick Big, 12mm, 4pcs/pack	45.00	315.00
26	7	pcs	Scissor, Symmetrical/Assymetrical, 160mm (JOY)	50.00	350.00
27	8	pcs	Staple Gun, Heavy Duty	350.00	2,800.00
28	4	pcs	Staple Wire Remover, Jaw Type	19.00	76.00
29	3	unit	Stapler Heavy Duty, Binder Type, Staple Size, 13mm and 17mm	1,435.00	4,305.00
30	6	unit	Tape Dispenser, Heavy Duty, 24mm (HBW)	155.00	930.00
31	24	roll	Tape, Transparent, 24mm (1"), 50m (CROCODILE)	19.00	456.00
32	10	roll	Tape Packaging, Tan 48mm (2") 100mm (CROCODILE)	53.00	530.00

at



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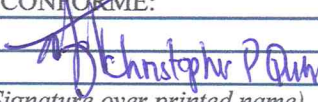
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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
33	5	pack	Folder Yellow Color, Long Size, 100pcs/pack, Ordinary (FS)	590.00	2,950.00
			nothing follows		-
TOTAL					57,214.00

Fifty Seven Thousand Two Hundred Fourteen 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,

 (Signature over printed name) **CIELO KRISIEL BURCE LAGMAN**
 (Date) **03-07-2025** *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.:
 Certified Correct: *Secretary to the Sanggunian*
 Date: