



PURCHASE ORDER

Tabaco City
LGU

Supplier	CPO COMPUTER CENTER	P.O No.:	<i>25-02-0085</i>
Address	ZIGA AVE., SAN JUAN, TABACO CITY	Date:	FEB 28 2025
		Mode of Procurement:	SHOPPING B
		PR No./s	25-02-0078

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:	<i>10cd</i>
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Various Office Supplies					
1	20	pack	Index Card, 5 x 8in, 100cards/pack	58.00	1,160.00
2	300	pack	Sticker Paper, 80gsm, Matte, Letter, 10sheet/pack (VELLUM)	64.00	19,200.00
3	2	set	Marker, Fluorescent, 3 Assorted Colors/Set	160.00	320.00
4	10	box	Marker, Permanent, Black, Ordinary, Broad Type, 12pcs/box (PILOT)	539.00	5,390.00
5	10	box	Marker, Whiteboard, Black, Ordinary, Broad Type, 12pcs/box (PILOT)	495.00	4,950.00
6	2	pcs	Pencil Sharpener, Single Cutter Head, 9-10mm in diameter, Heavy Duty (MGK)	389.00	778.00
7	30	box	Sign Pen, Green, 0.5mm, 10pcs/box (DONG-AH)	406.00	12,180.00
8	2	box	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box (ADVANCE)	1,255.00	2,510.00
9	5	box	Expanding Envelope, Brown, Long, with String, 100pcs/box (ADVANCE)	1,990.00	9,950.00
10	10	pcs	File Tray, 3 Layers, Plastic (MGK)	353.00	3,530.00
11	20	pcs	Stand File Box, Made of Chipboard, with Closed Ends, 12 x 24 x 40cm (ADVANCE)	250.00	5,000.00
12	10	roll	Double Sided Foam Tape Green, 1" x 10m (CROCODILE)	113.00	1,130.00
13	10	roll	Double Sided Tape, 1inch, 10m (CROCODILE)	41.00	410.00
14	10	roll	Duct Tape, Black, 48mm x 30m (CROCODILE)	173.00	1,730.00
15	10	roll	Duct Tape, Gray, 48mm x 20m (CROCODILE)	111.00	1,110.00
16	5	box	Eraser, Plastic/Rubber, 40pcs/box (RABIT)	515.00	2,575.00
17	1	pc	Glue Gun, Big, 12mm	394.00	394.00
18	20	pcs	Glue Stick, Big, 12mm (ELMER)	11.50	230.00
19	5	bottle	Glue, All-Purpose, Liquid, 130gms min. (ELMER)	64.00	320.00
20	20	box	Guntacker Wire, 3/8", 1000pcs/box	57.00	1,140.00
21	5	box	Laminating Film, 222mm x 337mm, Legal, 250 Microns, 100pcs/box (QUAFF)	1,815.00	9,075.00
22	15	pack	Paper Shredder Lubricant Sheets, 12pcs/pack, Size: About 21*14cm/8.27*5.51in (MGK)	498.00	7,470.00
23	5	pcs	Puncher, Heavy Duty, 2 Hole Guide (WELLS)	283.00	1,415.00
24	2	box	Push Pin, Assorted Color, 100pcs/box (MGK)	39.00	78.00
25	3	pcs	Stamp Pad, Violet, No. 2 (HBW)	48.00	144.00
26	5	pcs	Stamp Pad Ink, Violet, 30ml (TM)	21.00	105.00
27	10	pcs	Staple Remover, Plier Type, Metal (JOY)	87.00	870.00
28	10	pcs	Stapler Heavy Duty with staple remover, No.35 (HBW)	159.00	1,590.00
29	3	unit	Tape, Dispenser, Heavy Duty, 24mm (JOY)	155.00	465.00
30	50	roll	Tape, Transparent, 48mm, 100m (CROCODILE)	53.00	2,650.00
31	50	roll	Tape, Masking, 24mm, 50m (CROCODILE)	50.00	2,500.00
32	50	roll	Tape, Transparent, 24mm, 50m (CROCODILE)	19.50	975.00
33	10	pcs	Ruler, Plastic, 12inches	14.00	140.00
34	1	pc	Paper Cutter Wood Base, A4 Size, Heavy Duty High Quality Paper Trimmer (WOOD)	1,138.00	1,138.00



PURCHASE ORDER

Tabaco City
LGU

Supplier	CPO COMPUTER CENTER	P.O No.:	25-02-0085
Address	ZIGA AVE., SAN JUAN, TABACO CITY	Date:	FEB 28 2025
		Mode of Procurement:	SHOPPING B
		PR No./s	25-02-0078

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:	10cd	
Date of Delivery:			Payment Term:	3 weeks	
Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
35	1	unit	Laminating Machine, A4 Size, Heavy Duty (MGK HD T2 ACSY)	7,350.00	7,350.00
			nothing follows		-
TOTAL					109,972.00

One Hundred Nine Thousand Nine Hundred Seventy Two 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,
<i>Christopher P. Burce</i> (Signature) over printed name)	CIELO KRISZEL BURCE LAGMAN City Mayor
(Date)	4-14-25

(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:			
	<i>Secretary to the Sanggunian</i>		