



# PURCHASE ORDER

Tabaco City  
LGU

Supplier	<b>LUCKY EDUCATIONAL SUPPLY INC.</b>	P.O No.:	25-03-0212 <sup>03</sup>
Address	<b>DIAZ BLDG., TOMAS CABILES ST., SAN JUAN, TABACO CITY</b>	Date:	MAR 12 2025
		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	<b>25-02-0157 &amp; 0158</b>

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

Place of Delivery:	LGU-TABACO CITY -	<b>CITY SOCIAL WELFARE DEVELOPMENT OFFICE (CSWDO)</b>	Delivery Term:	10cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
<b>Supply &amp; Delivery of Various Office Supplies</b>					
<b>Supplies for Solo Parents Program</b>					
1	3	pcs	Sing Pen, 0.4mm Ultra-Fine, Black <b>(PILOT)</b>	80.25	240.75
2	3	pcs	Sign Pen, 0.4mm Ultra-Fine, Green <b>(PILOT)</b>	80.25	240.75
3	3	pcs	Sign Pen, Hi-Tech Point Rollerball Pen, 0.7mm, Black <b>(PILOT)</b>	80.25	240.75
4	3	pcs	Sign Pen, Hi-Tech Point Rollerball Pen, 0.7mm, Blue <b>(PILOT)</b>	80.25	240.75
5	3	pcs	Sign Pen, Hi-Tech Point Rollerball Pen, 0.7mm, Red <b>(PILOT)</b>	80.25	240.75
6	1	pc	Cutter, Heavy Duty, 18mm (L500) <b>(NT)</b>	465.50	465.50
7	2	pcs	Expanding File Folder Organizer/Accordian Folder, Long, with at least 12 Pockets, Garter Lock with Tab <b>(UK)</b>	183.50	367.00
8	2	jar	Glue All-Purpose, 240grams <b>(ELMERS)</b>	131.75	263.50
9	2	pcs	File Tray, 3 Layers, Metal <b>(TM)</b>	636.00	1,272.00
10	3	set	marker, Flourescent, 3 Assorted Color/Set <b>(STABILO)</b>	158.25	474.75
11	1	unit	Stapler, Heavy Duty, Binder Type, Staple Size 23/6-23/17, PS-123 <b>(JOY/TM)</b>	1,402.75	1,402.75
12	2	pack	Sticker Paper, 80gsm, Glossy, A4, 10 Sheet/Pack <b>(B &amp; E)</b>	40.75	81.50
13	1	unit	Tape Dispenser, Heavy Duty, 24mm (6.10in x 3.15in x 22.36in) <b>(SNOWMAN)</b>	133.50	133.50
14	1	pc	Metal Mesh Office Ballpen Holder, Black, 9cm Diam. X 9.5cm Weight <b>(HBW)</b>	51.25	51.25
15	10	pack	Specialty Paper Board, 220gsm, A4, White Color, 10sheet/pack <b>(WORX)</b>	44.25	442.50
16	1	pc	Pencil Sharpener, Single Cutter Head, 9-10mm in diameter, Heavy Duty <b>(TM)</b>	380.00	380.00
17	3	pack	photopaper, A4, Glossy, 20sheet/pack, 180gsm <b>(JOJO/TM)</b>	81.75	245.25
18	1	pc	Puncher, Heavy Duty, 2 Hole Guide <b>(PRINCE)</b>	277.00	277.00
19	2	pcs	Scissors, Symmetrical/Asymmetrical, 70inches, with Soft Grip Handle <b>(TM)</b>	50.25	100.50
20	2	pack	Index Card, 5 x 8in, 100cards/pack <b>(VALIANT)</b>	56.75	113.50
21	2	pad	Ruled Pad Paper, Yellow, 90leaves <b>(ATLANTIC)</b>	35.00	70.00
22	6	pa	Ruled Pad Paper, White, 90leaves <b>(EASYWRITE)</b>	32.50	195.00
23	1	unit	Calculator,, Desktop, 12 Digits, with Mark-Up Calculation and Tax Calculation <b>(CASIO)</b>	604.75	604.75
24	1	unit	Gun Tacker, Heavy Duty, R23-1008F, 4-6-8mm <b>(BERKELY)</b>	862.00	862.00
25	5	pcs	Expanding Plastic Envelope with Handle, Push Lock, Legal <b>(TM)</b>	97.50	487.50
26	2	pcs	Expanding Envelope with Poly String, Long Horizontal <b>(UK)</b>	298.25	596.50
27	1	box	Paper Fastener, 8.5" Long 70mm, 50pcs/set <b>(JOY)</b>	93.50	93.50



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		Mode of Procurement:	<b>SHOPPING B</b>
		PR No./s	<b>25-02-0157 &amp; 0158</b>

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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
28	2	box	Carbon Paper Film, Blue, Legal, 100pcs/box (JOY)	816.30	1,632.60
29	2	box	Carbon Paper Film, Black, Legal, 100pcs/box (JOY)	814.20	1,628.40
30	10	pcs	Correction Pen, 12ml, Fine Point, Metal Tip (PAPERMATE)	55.80	558.00
			Supplies for CSWD Office		-
31	4	box	Carbon Paper Film, Black, Legal, 100pcs/box (JOY)	814.20	3,256.80
32	2	pad	Reimbursement Expense Receipt (RER Form) (NAPPCO)	47.50	95.00
33	10	pack	Specialty Board Paper, 220gsm, A4, Plain, 10sheet/pack (WORX)	44.25	442.50
34	10	pack	Specialty Board Paper, 220gsm, Legal, Plain, 10sheet/pack (WORX)	46.50	465.00
35	10	box	Marker, Permanent, Super Color Marker, Fast-Drying, Fine Type, 12pcs/box, Black (PILOT)	526.50	5,265.00
36	10	box	Marker, Permanent, Super Color Marker, Fast-Drying, Fine Type, 12pcs/box, Blue (PILOT)	526.50	5,265.00
37	10	box	Marker, Permanent, Super Color Marker, Fast-Drying, Fine Type, 12pcs/box, Red (PILOT)	526.50	5,265.00
38	5	pcs	Clear book, Long, Refillable, 20sheet/23 Holes (UK)	51.25	256.25
39	5	pcs	Clear book, Short, Refillable, 20sheet/23 Holes (UK)	46.75	233.75
40	5	pcs	Clear book, A4, Refillable, 20 pockets, 23 Holes (UK)	232.20	1,161.00
41	1	box	Mailing envelope, White, Long, 500pcs/box (ADVANCE)	382.00	382.00
42	7	pcs	File Tray, 3 Layers, Metal (TM)	642.40	4,496.80
43	7	unit	Calculator, Desktop, 8 Digits, with Mark-Up Calculation (CASIO)	542.10	3,794.70
44	7	pcs	Cutter, Heavy Duty, 18mm (L500) (NT)	465.50	3,258.50
45	3	pcs	Dater Stamp with Received, 35 x 5mm Imprint Size (UK)	63.00	189.00
46	10	roll	Double Sided Tape, 1/2 inch, 10m (CROCO)	20.50	205.00
47	10	roll	Double Sided Tape, 3/4 inch, 10m (CROCO)	29.00	290.00
48	10	roll	Double Sided Tape, 1 inch, 10m (CROCO)	40.75	407.50
49	10	bottle	Glue All-Purpose, Non-Toxic, 240gms (ELMERS)	131.75	1,317.50
50	7	pcs	Puncher, Heavy Duty, 2 Hole Guide (PRINCE)	277.00	1,939.00
51	7	pcs	Scissors, Symmetrical/Asymmetrical, 7 inches, with soft Grip Handle (TM)	50.25	351.75
52	12	pcs	Stamp Pad Ink (Violet), 30ml (HBW)	20.50	246.00
53	10	box	Staple Wire No. 10, 1000pcs/box (PRINCE)	10.50	105.00
54	7	unit	Stapler Heavy Duty with Staple remover, No. 35 (TM)	149.50	1,046.50
55	7	unit	Tape, Dispenser, Heavy Duty, 24mm, (6.10in x 3.15in x 2.36in) (SNOWMAN)	143.00	1,001.00
56	10	roll	Tape, Masking, 24mm (1"), 25y (CROCO)	48.85	488.50
57	5	roll	Tape, Masking, 48mm (2"), 25y (CROCO)	98.00	490.00
58	5	roll	Tape, Packaging, Clear, 48mm (2"), 100m (CROCO)	52.50	262.50
59	10	roll	Tape, Packaging, Tan, 48mm (2"), 100m (CROCO)	52.50	525.00
			***nothing follows***		-
<b>TOTAL</b>					<b>56,504.05</b>

Fifty Six Thousand Five Hundred Four Pesos and Five Centavos



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Tabaco City  
LGU

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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,

<b>SILVEA VERGARA</b> (Signature over printed name)	<b>CIELO KRISSEL BURCE LAGMAN</b> City Mayor
(Date) 03-14-25	

(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:			
	Secretary to the Sanggunian		