



# PURCHASE ORDER

Tabaco City  
LGU

Supplier		<b>JADIEM SCHOOL AND OFFICE SUPPLIES DEPOT</b>			P.O No.:	25-03-0380
Address		P-4 SAN ROQUE, TABACO CITY			Date:	MAR 27 2025
					Mode of Procurement:	SHOPPING B
					PR No./s	25-03-0371
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)		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>						
1	1	pack	Carbon Paper Film, Legal, 100pcs/pack (CLUB)	830.00	830.00	
2	3	ream	Colored Paper, Legal 80gsm, 250sheet/ream, Fushia Pink (TM)	240.00	720.00	
3	12	pack	Photopaper, Legal, Glossy, 10pcs/pack, 210gsm (MGK)	97.00	1,164.00	
4	50	ream	Specialty Board Paper, 200gsm, Long, 100pcs/pack, White (VELLUM)	360.00	18,000.00	
5	46	ream	Specialty Board Paper, 200gsm, Short, 100pcs/pack, White (VELLUM)	310.00	14,260.00	
6	12	pack	Sticker Paper, 80gsm, Glossy, A4, 10sheet/pack (MGK)	52.00	624.00	
7	36	pcs	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm, Water and Fade Proof Pigment Ink (UNIPEN)	86.00	3,096.00	
8	1	pack	Envelope, Plastic Brown, Long, 25pcs/pack (UNIPEN)	275.00	275.00	
9	3	pcs	Envelope, Expanding, Plastic with Push Lock, Long, White (ADVENTURER)	97.00	291.00	
10	2	box	Envelope, Mailing, White, Long, 500pcs/box (PAPER FOX)	299.00	598.00	
11	2	box	Envelope, Mailing, White, Short, 500pcs/box (PAPER FOX)	199.00	398.00	
12	1	box	Envelope, Plastic Transparent Ordinary, Long, 100pcs (ADVANCE)	1,100.00	1,100.00	
13	24	pcs	Pressboard Expandable Folder, US 39mm, Long Green (P/X)	27.00	648.00	
14	24	pcs	Pressboard Expandable Folder, US 39mm, Long Red (P/X)	27.00	648.00	
15	24	pcs	Pressboard Expandable Folder, US 39mm, Long Violet (P/X)	27.00	648.00	
16	24	pcs	Pressboard Expandable Folder, US 39mm, Long, Yellow (P/X)	27.00	648.00	
17	24	pcs	Pressboard Expandable Folder, US 39mm, Long, Blue (P/X)	27.00	648.00	
18	24	pcs	Pressboard Expandable Folder, US 39mm, Long, Orange (P/X)	27.00	648.00	
19	12	pcs	Calculator, Desktop, 12 Digits with Mark U Calculation and Tax (CASIO)	649.00	7,788.00	
20	6	pcs	Cutter Heavy Duty, 18mm, L500 (MGK)	295.00	1,770.00	
21	3	box	Rubber Band, 70mm, #16, 50grams (MGK)	30.00	90.00	
22	3	box	Rubber Band, 70mm, #18, 350grams (MGK)	195.00	585.00	
23	12	pcs	Stapler, Heavy Duty with Staple Remover (MAX)	659.00	7,908.00	
24	12	roll	Tape, Masking/Paper, 48mm, 2, 25y (ARMAK)	94.00	1,128.00	
25	12	roll	Tape, Transparent, 48mm, 2", 100m (ARMAK)	49.00	588.00	
26	3	pcs	Stamp Pad, Felt Paper, No. 2, Violet (JOY)	47.00	141.00	



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Date of Delivery:				Payment Term:	3 weeks
Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
27	12	pcs	Scissors, Symmetrical/Asymmetrical, 7" (JOY)	49.00	588.00
			***nothing follows***		-
<b>TOTAL</b>					<b>65,830.00</b>
<b>Sixty Five Thousand Eight Hundred Thirty Pesos</b>					
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)		<b>CIELO KRISSEL BURCE LAGMAN</b>			
(Date)		City Mayor			
03-27-25					
(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					

