



PURCHASE ORDER

LGU-Tabaco City

Supplier:	UNICOM OFFICE DESIGNS	P.O. No.:	2025-12-1199
Address:	G/F OAC Building, San Miguel Avenue Bgy. San Antonio, Pasig City	Date:	26 December 2025
		Mode of Procurement:	Public Bidding
		PR No./s	2025-10-0704 & 2025-10-0705

Gentlemen,

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

Place of Delivery:	LGU-TABACO CITY - City Vice Mayor's Office	Delivery Term:	15 Calendar Days
Date of Delivery:	15 Calendar Days from receipt of Notice to Proceed	Payment Term:	
Contract Name:	SUPPLY AND INSTALLATION OF OFFICE FURNITURE, SP-VMO, TABACO CITY UNDER CONTRACT ID NO. 012-010-2025-GOODS-PB-OFFICE FURNITURE		

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
A. SEMI-EXPENDABLE ITEMS					
1	2	units	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm	8,500.00	17,000.00
2	970	sq. m.	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.	500.00	485,000.00

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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
3	15	units	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest	9,000.00	135,000.00
4	2	units	Drop Pole 45mm thickness	5,000.00	10,000.00
5	18	units	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-64cm, H-105.5-113cm	11,000.00	198,000.00
6	1	unit	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm	10,000.00	10,000.00
7	2	units	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H	13,500.00	27,000.00

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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
8	16	units	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty	9,600.00	153,600.00
9	16	units	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)	9,200.00	147,200.00
10	2	units	Half Glass Half Laminated Partition (120H x 200W cm) with raceway	11,500.00	23,000.00
11	24	units	Half Glass Half Laminated Partition (120H x 60W cm) with raceway	7,500.00	180,000.00
12	1	unit	Half Glass laminated partition (180H x 60W cm), with raceway	11,400.00	11,400.00
13	1	unit	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway	13,404.00	13,404.00
14	1	unit	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway	14,999.00	14,999.00
15	2	units	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway	14,999.00	29,998.00
16	17	units	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm	10,000.00	170,000.00
17	2	units	metal leg for side table	7,000.00	14,000.00

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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
18	43	units	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-outs with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500mm x H625mm	7,000.00	301,000.00
19	12	units	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished	4,000.00	48,000.00
20	24	units	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished	5,350.00	128,400.00
21	15	units	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm	8,500.00	127,500.00
22	1	unit	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels	14,999.00	14,999.00
23	48	units	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest	9,000.00	432,000.00
B. OTHER ITEMS					
1	2	units	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light	49,000.00	98,000.00

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Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
2	1	unit	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)	22,000.00	22,000.00
3	20	units	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with lock sliding glass door. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm	23,000.00	460,000.00
4	24	units	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-Steel hexagon socket cap screws and expanding nut	20,000.00	480,000.00
5	12	units	Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish	18,000.00	216,000.00
6	16	units	Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	22,000.00	352,000.00
7	6	units	Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	22,000.00	132,000.00
8	14	units	Executive Table: 3/4"thk , marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish	40,000.00	560,000.00
9	1		Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway	25,000.00	25,000.00
10	2	units	Half Glass laminated partition (180H x 126.2W cm), with raceway	20,000.00	40,000.00

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11	1	unit	Half Glass laminated partition (180H x 90W cm), with raceway	17,000.00	17,000.00
12	1	unit	High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)	49,500.00	49,500.00
13	1	unit	Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')	28,000.00	28,000.00
14	12	units	Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)	16,000.00	192,000.00
15	3	units	Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)	40,000.00	120,000.00
16	1	unit	Partition Door Half Glass laminated (180H x 90W cm), with raceway	22,000.00	22,000.00
17	2	units	Podium clear acrylic with Tabaco Logo Sticker	24,000.00	48,000.00
18	2	units	sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm	25,000.00	50,000.00
nothing follows					
TOTAL (Php)					5,603,000.00
FIVE MILLION SIX HUNDRED THREE THOUSAND PESOS AND 00/100					
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) or every day of delay shall be imposed					
CONFORME:		Very Truly yours,			
 Sharon E. Encinares (Signature over printed name) Authorized Representative		 REYNALDO B. BRAGAÍS City Mayor			
(Date) 12/26/2025			(Date) 26 DEC 2025		